

Your CV and Job Application

What is a CV?

A CV (Curriculum Vitae) or Resume is your most important tool when applying for a job. Your CV is a very important document when applying for a job as it allows you to outline why you are suitable for the job you are applying for. Essentially your CV is a quick advertisement of you, summarising your skills, abilities, qualifications and accomplishments. The main purpose of a CV is to get invited to an interview.

What are some CV tips?

- Generally, 2 pages in length is enough to outline your details.
- Make it neat, clean and brief.
- Always check your spelling and grammar and ask your Job Motivating Mentor for help if needed.
- Include information about your education, work experience, skills and talents. Also include details about any volunteering experience if it relates to the job. Think about how your current abilities could be transferred to the role on offer. For example:
 - If you have been volunteering with a disability organisation and the role that you are applying for is in the disability sector, then match the skills you have developed as a volunteer to the role you are applying for.
 - If you are applying for a role in administration and you have experience in that area, then include details about any achievements or key responsibilities you had in previous position/s.
- Don't make your CV too long:
 - Employers don't have time to read through lots of pages, so keep it short and succinct.
- Make your CV easy for the employer to follow, by being direct and specific:
 - Use bullet points, rather than paragraphs of content, to provide information.

- Don't make your CV too personal, and only provide personal details if it related to the position you are applying for. For example:
 - If you are applying for a role in the disability sector and you have lived experience of disability that information could be of interest to the potential employer.
 - If you are applying for a role in the horticulture industry and you are an avid gardener this could appealing to the potential employer.

How to use your CV?

- Read your CV regularly to remind yourself of your skills.
- Give a copy of your CV to everyone in your networks (e.g. friends, family, volunteer organisation) as they might be able to share it with a potential employer or learn of a job you might be suitable for. You might want to give people in your network a hard-copy version or email a copy.
- Carry a couple of copies of your CV, but keep them in a folder so they don't get creased, as you never know when a potential job application opportunity will arise.

What is a referee?

A referee is a person who is willing to testify about your character and/or your ability. A referee might be a past employer, volunteer coordinator or friend.

Usually employer's will seek contact details for two referees so that they can ask your referee/s questions about you. Think about the people in your life who know you and can provide an employer with information (a reference) about you. Make sure you ask the person if they are willing to provide a potential employer with a reference. Sometimes people will include referee contact details on a CV or bring details to an interview.



Sample CV/Resume

John Smith
22 Appletree Road
Perth WA 6000
Mobile: 0400 000 000
Email: johnsmith@gmail.com

OBJECTIVE

To gain meaningful employment with a landscape/gardening company. I am physically fit, have good attention to detail and want to build my career in the horticulture industry.

COMPETENCIES

- Ability to use a wide range of hand tools.
- Basic knowledge of plants and vegetables.
- Relationship with local nurseries.

SKILLS

- Garden maintenance.
- Lawnmowing.
- Basic landscaping.
- Pruning.
- Construction.

EMPLOYMENT AND VOLUNTEER WORK

Jim's Mowing - assistant gardener (September 2018 - June 2019 - reason for leaving, business sold)

- Mowing lawns and trimming edges.
- Pruning trees, bushes and shrubs.
- Planting trees and shrubs.
- Assisting my employer with general tasks.
- Speaking to clients about their needs.

Playtime Kindergarten - Parent's Working Group (2017 - 2018)

- Building play equipment.
- Installation of sandpit.
- Trimming trees.
- Laying pavers.

Sunnyside Cricket Club - Member/Volunteer (2015 - now)

- Assist with green keeping and ground management.
- Assist with social club activities and planning.

EDUCATION

Year 10 Fruity Hill High School

REFEREES

Scott Daisy: Jim's Mowing (0412 000 000)

Roger Flower: Sunnyside Cricket Club - President (9777 5555)

What is a Cover Letter?

A cover letter (sometimes known as a job application letter) is a single-page introductory letter that you include with your application. It outlines your reason for applying for a role and the skills that you can bring to the employer's company. You should always include a cover letter, unless the job advertisement clearly states not to.

A different cover letter should be written for each job you apply for, tailored to suit the role you are applying for. It is a good idea to do some research about the company and the role before writing your letter, as this shows interest and will help you to write a good letter. Your research may include looking at the company's website or even calling the contact person to ask more about the role.

You may be responding to a formal job application or you may be contacting the organisation expressing interest in the company should any suitable positions become available in the future.

What needs to be included in your cover letter?

- Your details - name, address, contact information (e.g. phone number and email address).
- The date that your cover letter was written.
- Formally address the employer by using their name and title, department (if relevant/known) and address. If the contact person for the job application is not known get in touch with the company via phone to find out who you should address your letter to.
- If the job has a reference number or code, make sure it is included in the letter.
- Include a brief introduction paragraph about why you are writing to this employer and share how your skills and experience meet the needs of the role and/or business.
- Include a final paragraph including next steps (e.g. a 'call to action' such as expressing interest in an interview).

What are some key points to include in a cover letter?

- Why you want to work for the company.
- Why you are applying for the job.
- Your understanding or knowledge of the company's needs (you will need to do some research about the company so that you can outline what the company's mission or purpose is).
- Your knowledge or understanding of the industry.
- How your skills relate to the role and why you are best suited to the job.
- If you have any gaps in employment (such as caring for children, travelling or laid off a job) this is a chance to provide information about your situation.

What are some tips for writing a good cover letter?

- Make sure that it is tailored to the job you are applying for. You will need to write different letters for different roles, the letter cannot be a one-size fits all.
- Set your letter out clearly and check for any spelling mistakes. It's a good idea to ask a friend or your Job Motivating Mentor to check it for you.

Sample Cover Letter

John Smith
22 Appletree Road
Perth WA 6000
Mobile: 0400 000 000
Email: johnsmith@gmail.com

21 February 2019

Ms Judy Richmond
Local Area Manager
Community Care
National Disability Insurance Agency Partner
100 Roger Street
Perth WA 6000

REF: Application 101

Dear Ms Richmond,

I am writing in response to your advertisement for a Disability Officer as outlined on Seek. I am currently looking for just such an opportunity.

For the last twelve months I have been working part time as a volunteer administrative assistant for the Featherhill Disability Association. I am deeply committed to supporting and assisting people with disabilities to achieve their goals. In fact, I have lived experience of disability since losing my leg as a child due to cancer.

I would be very interested in working for your organisation, as it provides support to people with disabilities and helps them to better understand the National Disability Insurance Scheme, for which I am a participant. Your organisation has an excellent reputation as an employer in our community. I believe that I have the required skills and experience to match your requirements.

I would appreciate the opportunity to discuss my skills and abilities in more detail with you at an interview. I have enclosed a copy of my CV for your consideration. Please feel free to contact me via the details provided above.

Yours sincerely,

John Smith

John Smith



Limbs 4 Life™
Empowering Amputees



Government of Western Australia
Department of Communities

This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative.

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