



Resume and motivation letters Activity Book

ACTIVITY ONE

Let's have a look at a graduate job:

Careers Awaiting

Any Job

Ref no: 1234

To ensure that we meet the challenge of developing highly competitive and sustainable industries we need people who are motivated to work for the department, and who:

- **Have well developed written and oral communication skills**
- **Have strong interpersonal skills**
- **Work well as a member of a team**
- **Are critical thinkers**
- **Are innovative**
- **Can solve problems**
- **Use their initiative**
- **Are flexible**

If you have the skills and attributes we are looking for, we encourage you to apply for the department's Graduate Development Program.

People with disability are encouraged to apply.

Apply Now!



OK, so you have looked over the job requirements and this one makes it a whole lot easier for you because they have listed the attributes and experience they are looking for. What would be your next task? If you said to brainstorm examples of where you have undertaken and demonstrated the above listed skills then you are correct!

For each of the requirements listed below, think of an example from your experiences that you feel meets each skill area. You may think that this is not relevant but in actual fact the requirements for this position can be transferred to almost any graduate job.

Skill requirement for the graduate position	Your example of how you met this requirement
have well developed written and oral communication skills	
have strong interpersonal skills	
work well as a member of a team	
are critical thinkers	
are innovative	
can solve problems	
use their initiative	
are flexible	

ACTIVITY TWO

Start writing your own cover letter.

OK, so you have checked out the job advertisement and are ready to write your cover letter. Make sure you consider the following tips:

Tips to remember when writing your cover letter

- Cover letters are only ever *one page* and are tailored to each job you apply for
- Always be positive, i.e. rather than using "I don't have any experience in..." consider, "I have had similar experiences whilst working with...".
- Be error free—have it checked by another reader as spell-check will not always edit incorrect wording and grammar.
- Be enthusiastic. "I am really looking forward to"
- Maintain a balance between self confidence and modesty
- Always indicate you are knowledgeable about the position and the company, and link this to why you would like to work there—*remember*—employers are really interested in what skills you bring to them.

Check out the example on the next page to see how you can craft a winning and enticing cover letter. Then, have a go at writing your own on the pages 5 & 6.

Your address

Their address

Date

Dear Mrs Flemington, (always address your letter to a specific person if possible)

PARAGRAPH ONE:

Outline what you are applying for

Eg: Please find attached my application for

Eg. As part of my Bachelor of Business studies I am looking to gain work experience/work placement/WIL at (name the company).

PARAGRAPH TWO:

Outline what you are doing now and how it relates to the position and make a link between this and the chosen company.

E.g. Currently I am a third year science student at.....

E.g. I am interested in a position with your company because....

PARAGRAPH THREE:

Make links between your skills and the skills that the employer is requesting.

E.g. I am able to assist your company because...

PARAGRAPH FOUR:

Make any other links to the position from your life experience

E.g. Recently I was chosen to be ... which allowed me to ...

E.g. I am involved with ...which has developed my ... skills

PARAGRAPH Five:

Conclude by stating what documents you have enclosed, that is, resume, selection criteria outline, statement of claim etc and suggest that you would like to discuss your application further and can be contacted on

E.g. I would value the opportunity to discuss this with you and...

Yours sincerely,

(Sign your name in here)

Application Letter Writing Template

Structural Components required in your letter	Write your attempt in here
YOUR ADDRESS	
EMPLOYERS ADDRESS	
DATE	
DEAR	
<p>PARAGRAPH 1:</p> <p>Outline what you are applying for</p> <p><i>E.g. Please find attached my application for ...</i></p> <p><i>E.g. As part of my Bachelor of Business studies I am looking to gain work experience/work placement/WIL at (name the company).</i></p>	
<p>PARAGRAPH 2:</p> <p>Outline what you are doing now and how it relates to the position and make a link between this and the chosen company.</p> <p><i>E.g. Currently I am a third year science student at...</i></p> <p><i>E.g. I am interested in a position with your company because...</i></p>	

PARAGRAPH 3:

Make links between your skills and the skills that the employer is requesting.

E.g. I am able to assist your company because...

PARAGRAPH 4:

Make links between your skills and the skills that the employer is requesting.

E.g. I am able to assist your company because...

PARAGRAPH 5:

Conclude by stating what documents you have enclosed, that is, resume, selection criteria outline, statement of claim etc and suggest that you would like to discuss your application further and can be contacted on ...

E.g. I would value the opportunity to discuss this with you and...

YOURS SINCERELY

Space for your signature

WRITE YOUR NAME

ACTIVITY THREE

Who are you professionally?

Make a list of all your professional skills that are relevant to your profession. Remember to include technical skills as well. You must think about who you are as nurse, accountant, investigator, interior designer, musician, HR officer, psychologist or scientist for example and then really focus on what skills you need and have to undertake this role.

You can record your answers in this Activity Book or on a piece of paper:

ACTIVITY FOUR

What to include?

Make a list of what you think you would include on your resume. Then compare it with 'What to include?' after this activity in the module.

You can record your answers in this Activity Book or on a piece of paper:

ACTIVITY FIVE

Your Personal Resume Template

Components of a resume	Optional or Recommended	Write your attempt in here
<p>Your Title</p> <p>This is an optional extra on your resume. Some people like to use a title and others don't. This is totally your choice.</p>	Optional	
<p>Name</p> <p>Must be clearly displayed on the top of the page as one of the first things an employer sees. You do not need to include your middle name. Use very clear text.</p>	Recommended	
<p>Home Address</p> <p>Some employers have indicated that they don't really need a home address if you include an email address and contact numbers.</p>	Optional	
<p>Email Address</p> <p>Make sure it is a professional address. For example itzybitzy@hotmail.com is not appropriate but sarahjones@hotmail.com would be!</p>	Recommended	
<p>Phone Number</p> <p>Only include the number you want an employer to call you on.</p>	Recommended	

Career Profile/Objective

Probably one of the most individual decisions you will make on your resume. Some research suggests that a career objective really does add value to your resume. If you use one, it MUST be tailored to the specific employer each time you apply for a job and it should outline key skills you are marketing to them.

Optional but highly recommended

Key Professional Skills

Another optional extra. This is often well received when you have a few years of employment experience or you have had a lot of professional experience throughout your uni course. You simply tailor 8 to 10 dot points of your skills that fit with what the employer is asking for. Again you tailor these to every employer and change your skills to fit the employer.

Optional

<p>Education and Training</p> <p>This is where you outline your university study. You always start with the most recent study and work your way back, this is referred to as 'Reverse Chronological Order'. Always make the title of the course the most important piece of information under this section NOT the university.</p>	<p>Recommended</p>	
<p>University Projects</p> <p>A great way to present this information is in a table. Select key projects that developed key skills the employer is looking for. You can add in and take out project work to reflect the employer's requirements. Your projects need to be presented with the most recent one first and include only 3 to 4 dot points outlining your key skills.</p>	<p>Recommended</p>	
<p>University Awards and Involvement</p> <p>This section is to be left out if you do not have anything to include under it. However this section is an opportunity for you to display all the extra things you have done at university and all the wonderful awards you have received for being a fabulous student.</p>	<p>Recommended</p>	

Memberships

This section is to be left out if you do not have anything to include under it. You may be a student member of professional associations, include this here.

Recommended

Employment History (paid work)

This section is to be left out if you do not have anything to include under it. The skills you learn and utilise in your casual employment are transversal between jobs. Sit down and analyse what you do in your casual job and word your key skills/tasks/accomplishments to reflect transversal and useable skills for the job you are applying for. Include the most recent positions first

Recommended

Vacation Internship/Placements/Work Experience (often unpaid)

This section is to be left out if you do not have anything to include under it. As for employment history, include 3 to 4 key skills/tasks/accomplishments that you achieved whilst on the placement. Work experience most often refers to unpaid work.

Recommended

Community Involvement

This section is to be left out if you do not have anything to include under it. This is where you include all the extra things you do outside of uni that adds value to the community you live in!

Optional

Hobbies and Interests

If you include it be smart about what you include. If you are studying design, include design as a hobby because it probably is.

Optional

Referees

This is always the last thing on your resume. Don't confuse referees with references. Referees are people that can be contacted on the phone to talk about your professional fit for the job you have applied for. Include your referees title, company, email and phone number, their physical address is not critical.

Recommended

ACTIVITY SIX

Identify your transversal and employability skills

In the table below you are required to identify your transversal and specific employability skills. Under specific example you are required to give an example directly related to your profession, whereas with the transversal example if you don't have a specific example think of a transversal one from other areas of your life.

Employability Skill	Skills example specific to your industry	Skills from other areas of your life that are transversal to your industry
Communication		
Teamwork		
Problem solving		
Initiative and enterprise		
Planning and organising		
Self-management		
Learning		
Technology		