

**SKILLS AND  
JOBS  
CENTRES**



# Building a resume and cover letter

Presentation designed and delivered by the Skills & Jobs Centres at BHI- funded by the Victorian State Government.



# Resume Key Facts

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The key function of a resume is to secure you an interview.

*Did you know you have:*

- 10 seconds to capture the readers attention
- 30 seconds to capture interest
- 2 minutes TOTAL for them to make a decision on whether or not to offer you an interview

# Resume Key Facts

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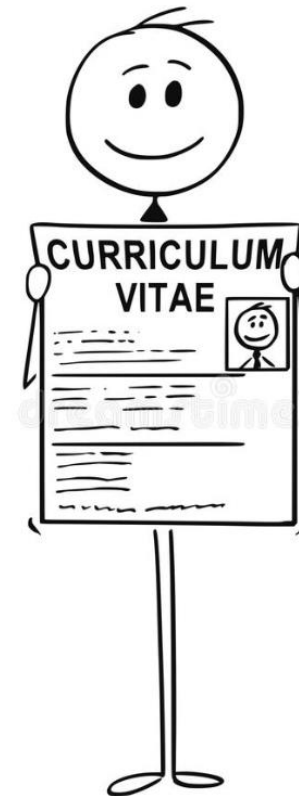


- Never exceed 3 pages.
- The format needs to be in a standard font (Arial, Calibri etc) and the size should be no bigger than a size 12 font.
- You can make your name and headings up to a size 14 font.
- Address any selection criteria and use key words.
- Keep it concise and ensure it is relevant
- Tailor each resume and cover letter for the role you are applying for
- Can be word or PDF
- Make sure there are no spelling mistakes, unfinished sentences etc.

# What to include?

- Contact information
- Objective
- Key Skills & Attributes
- Education/Qualification
- Work related checks/licenses
- Experience Summary
- References

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## Beat the Bots

- If you are applying online through Indeed, Seek etc.
  - **Use Keywords** – The higher number of keywords in the application the higher the ranking
  - **Contextual Searches** – Not just looking at key words but at the words either side of the key words
  - **Date and Time** – A ‘first in line approach’
- **Avoid** - Abbreviations, colours, photographs (unless requested), graphics, fancy fonts, columns, brackets and headers & footers.

# Resume Key Facts

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## Don't Include:

- Age
- Nationality
- Marital Status
- Religion
- Gender
- Photo – unless requested
- Passport number
- Information about children

# Contact Information

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- Contact information should be the first thing on a resume. It needs to be clear and easy for the employer to locate and get in touch with you.

## NAME

Suburb Postcode  
0412 345 678  
email@gmail.com

# Career Objective

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A career objective is optional on a resume. It helps to give the person reading your resume clarity as to what you are looking for.

It should never be more than 2-3 lines at most!

*I am looking for a 1<sup>st</sup> year apprenticeship position Building & Construction. I have recently completed my pre-app, have some laboring experience and am looking to further my career.*



# Skills & Attributes

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Your key skills and attributes need to grab the employers attention and highlight the skills and attributes relevant to the position you are applying for.

They should always be listed in dot point form that is easy and clear to read!

Dot points are easier to scan for key words.

## SKILLS & ATTRIBUTES:

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- Experienced with all aspects of framing
- Ability to measure and cut materials to size using drop saw/hand saw
- Capable of using hand and power tools
- Proficient at cleaning sites (sweeping, rubbish, timber piles)
- Capable of digging trenches
- Gun shooting (walls, floors and roofs)
- Strong mathematical ability
- Good communication skills
- High attention to detail
- Ability to work well individually or as part of a team
- Key problem solving abilities
- Excellent awareness of OH&S requirements (White Card)

# Experience Summary

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- This will highlight any paid or unpaid experience relevant to the position first. It is important to include any relevant paid/volunteer work in this section
- You would include other experience after you have included your relevant experience
- Most recent experience should be included first and generally you would not include experience more than 10 years old unless specifically relevant to the position you are applying for!

## **Gardening Assistant- VIP Gardening**

**2018-current**

Whilst completing my carpentry studies I have worked casually on weekends at VIP Gardening. Some of my key responsibilities include:

- Work with other staff as part of a gardening team
- Mow lawns
- Trim trees and hedges
- Weed garden beds
- Clean up and remove rubbish
- Maintain workplace tools and machinery

# Qualifications/ Work Related License's:

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- You should outline any **RELEVANT** qualifications, license's or short courses first.
- You should not list any outdated qualifications such as an expired First Aid qualification.
- You can also include any achievements or awards in this section if they are related to your study.

## **Qualifications:**

Certificate II in Building & Construction– Box Hill Institute 2020

Provide First Aid HLTAID003 – Current (issued January 2020)

## **Work Related Licenses/Checks:**

Working with Children Check – valid until December 2024

Police Check

Victorian Driver's License- Current

# References

- You may choose to list your references on your resume or you may opt to leave them off and provide them at an interview when required. Either choice is fine!
- Always make sure you gain permission from your referee to provide their contact information to a potential employer.
- You do not need to include more than TWO references on your resume. They should both be professional references, not from a friend or family member.

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Melinda Davis- Consultant  
Skills & Jobs Centre

8892 1350

[melinda.davis@boxhill.edu.au](mailto:melinda.davis@boxhill.edu.au)

John Smith- Manager

VIP Gardening

0412 345 678

[jsmith@vip.com.au](mailto:jsmith@vip.com.au)



# Cover Letter

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A cover letter or letter of introduction is your chance to let a prospective employer know some key information on you and what exactly you are looking for!

Some useful tips:

- Stick to one page
- Use an easy to read font such as Calibri, Ariel etc.
- Keep it professional, sometimes less is more!



A cover letter should cover the following:

1. Identify the job you are applying for and where you learnt of it
2. Say why you are suitable for the job
3. Explain why the job fits in with your plans and why it is attractive to you
4. State that you would like to be interviewed and how you can be contacted

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Luke Smith

Box Hill, 3128

0412 345 678

[Luke.smith@gmail.com](mailto:Luke.smith@gmail.com)

Application for 1<sup>st</sup> Year Carpentry Apprentice

Dear Mel,

I am writing to apply for the 1<sup>st</sup> Year Carpentry Apprentice position as advertised on the Box Hill Institute Jobs Board. After reviewing the position requirements I feel I am a suitable match for the position.

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I have just finished my pre-apprenticeship at Box Hill Institute. I am keen to start my apprenticeship and put in to practice the skills I have learnt in my course as well as learn new skills both on and off the job. I have excellent communication skills, experience working in a team and work well to work schedules.

I am familiar with your organization and really value the priority you place on safety in the workplace and providing high quality builds for customers. I am looking to develop and grow a career and I know your organization will be a great place to do this.

I have attached my resume for your reference which outlines my key skills and experience. Please let me know if you would like any additional information or have any questions. I look forward to discussing my application further with you in an interview.

Kind regards,

Luke Smith

# Support for you

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The Skills and Jobs Centre offer services such as:

- Job Search skills
- Information on current labour market and jobs
- Assistance with Resumes, Cover Letters and Key Selection Criteria
- Interview preparation and techniques
- Careers advice and pathway information
- Jobs Board access to all BHI Students

# Accessing the Jobs Board

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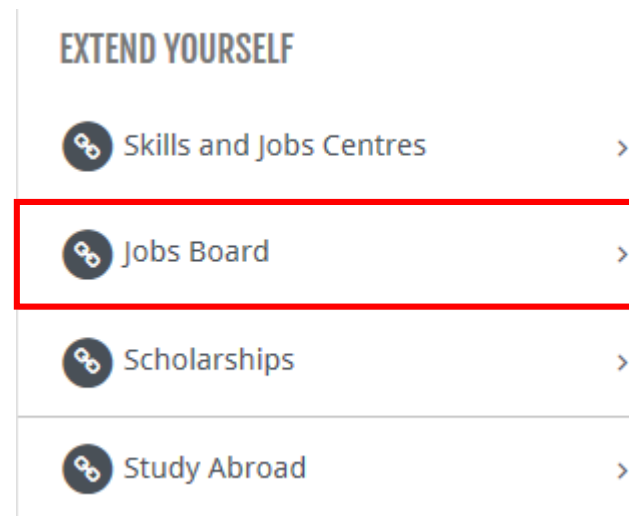


Step 1: <https://studentweb.bhtafe.edu.au>

Step 2: Click “Student Hub”



Step 3: Select “Jobs Board”

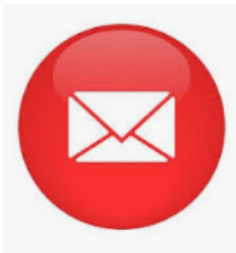


You can access the Skills & Jobs Centres at Box Hill Institute by:



8892 1350

or



[sajc.elgar@boxhill.edu.au](mailto:sajc.elgar@boxhill.edu.au)

Please note our centres on campus are currently closed due to COVID-19.

# Contact Us

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## **BOX HILL**

Ground Floor, Building 8

465 Elgar Road

Box Hill, 3128

P: 03 8892 1350

E: [SAJC.Elgar@boxhill.edu.au](mailto:SAJC.Elgar@boxhill.edu.au)

## **MELBOURNE CBD**

Level 3, CAE Building

253 Flinders Lane

Melbourne, 3000

P: 03 8892 1360

E: [SAJC.CBD@boxhill.edu.au](mailto:SAJC.CBD@boxhill.edu.au)

## **LILYDALE**

Level 3, LA Building

1 Jarlo Drive

Lilydale, 3140

P: 03 8892 1370

E: [SAJC.Lilydale@boxhill.edu.au](mailto:SAJC.Lilydale@boxhill.edu.au)



# ANY QUESTIONS?

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