

Certificate III in Early Childhood Education-

Resumes, Cover Letters & Interview Techniques

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

**SKILLS AND
JOBS
CENTRES**



How to Create a Resume

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.

Resume Key Facts

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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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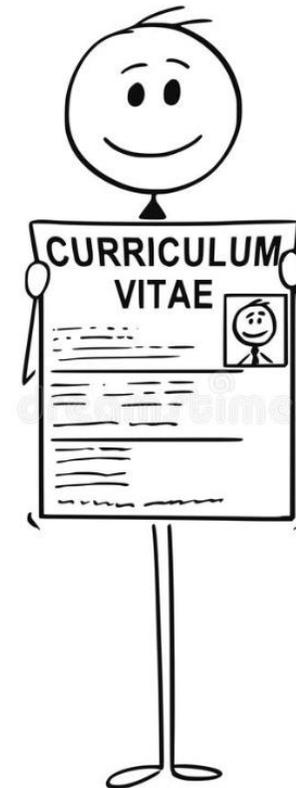
Don't Include:

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

What to include?

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

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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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The Career Objective is normally one or two sentences that outlines what you are looking for and why. It is a direct and powerful message to the employer.

If you attach a cover letter, you do not need to include a Career Objective if you don't want to- this is optional!

Career Objective

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I have recently completed my Certificate III in Early Childhood Education at Box Hill Institute and am now looking for a role where I can work with children to provide them with a safe, nurturing and educational environment. I have strong communication skills, am highly adaptable and work well in a team environment.

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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- Ability to comply with legislative and policy requirements in an early childhood education setting
- Assist in the implementation of planned educational programs
- Provide a safe and nurturing environment for children at all times
- Adhere to all compliance and reporting requirements as required
- Effective & well demonstrated verbal and written communication skills
- High level of demonstrated understanding of privacy and confidentiality
- Proven ability to make decisions, take initiative and self-motivated
- Demonstrated effective time management and prioritisation skills
- Extensive experience working within a team environment

Experience Summary

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This will highlight any paid or unpaid experience relevant to the position.

It is important to include your placements and any relevant volunteer work in this section and your work 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!

Experience Summary

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Work Placement-

2020

I completed a 4 week placement at Lakeside Children's Centre. I supported the staff in the babies-kinder rooms with the care and supervision of children. During my time at the centre my main duties included:

- Supported with the wellbeing and care of all children in the centre
- Documented observations and completed any required compliance paperwork
- Sat with children to play and promote engagement and participation
- Assisted during meal times including serving food

Experience Summary

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Beauty Therapist – ABC Beauty

2016-2018

I worked for 2 years as a Beauty Therapist at ABC Beauty in Box Hill and worked with a variety of clients. My key responsibilities included:

- Provision of excellent customer service at all times
- Used my excellent communication skills to encourage repeat business
- Worked well both individually and within a team environment
- Always maintained a clean environment and adhered to all OH&S policies and procedure at all times
- Performed a variety of beauty services, such as Waxing, Manicures, Pedicures, Facials and Massage
- Answered phone enquiries
- Coordinated and booked appointments
- Developed strong product knowledge

Qualifications:

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- You should outline any **CURRENT** qualifications, license's or short courses in this section.
- 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

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Qualifications/Work Related Licenses:

Certificate III in Education Support, Box Hill Institute - 2019

Diploma of Beauty Therapy, Box Hill Institute - 2016

Provide First Aid HLTAID003 - Current

Working with Children Check – Current

Police Check - Current

Referees:

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- 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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Skills & Jobs Centre

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ABC Beauty

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How to Create a Cover Letter

Cover Letter

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- A cover letter is an opportunity to give the employer a better understanding of **WHO** we are, **WHY** we want the position and **WHAT** experience we are going to bring to the role.
- It is a chance to give the employer a better understanding of your story and why you are pursuing a career in Early Childhood Education.
- A cover letter should never exceed one page and should always be included with a resume.

Cover Letter

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- Your contact information should be included at the top.
- You also need to advise on what position you are applying for and to whom the letter is for.
- If you are unsure of the persons name you can refer to their position title or use a general term such as To whom it may concern or To the Hiring Manager.

Name

Suburb, Postcode

Mobile Number

Email Address

APPLICATION FOR EDUCATION SUPPORT ROLE

To Whom it May Concern

Cover Letter

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- Paragraph one is an introduction to you! It quickly outlines why you are applying:

I am writing to express my interest in the Early Childhood Educator role with <insert centre name here>. I have recently completed my Certificate III in Early Childhood Education and Care with Box Hill Institute and am looking for a position in which I can continue to grow and develop my skills and knowledge.

Cover Letter

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- Paragraph two outlines your key experiences. It should not include anything that is not already included in your resume. This is a brief summary:

To this position I will bring a passion for nurturing and looking after the wellbeing of children, excellent communication skills and a positive can do attitude. I have strong interpersonal skills and am able to build a high level of rapport and trusting relationships.

Cover Letter

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- Paragraph three and four talk about WHY you are interested in the role and/or what your goals are:

During my placement at Lakeside Children's Centre I was supporting age 0-2 children on a day to day basis. I was responsible for supporting the staff to look after the wellbeing and development of the kids in our care. I have learnt a lot during this placement and it has reinforced my desire to be a part of the early childhood education system and provide a high level of care at all times.

I have a background in customer service which has given me my excellent communication and team skills. I am also I feel that these experiences have given me additional skills that will further support me in this role.

Cover Letter

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- Paragraph four is a conclusion, be bold and end the letter with confidence!

Thank you for taking the time to consider my application. My resume is attached for your review and I would welcome the opportunity to discuss my application with you further in an interview. Should you require any additional information please don't hesitate to contact me.

Kind Regards,

NAME

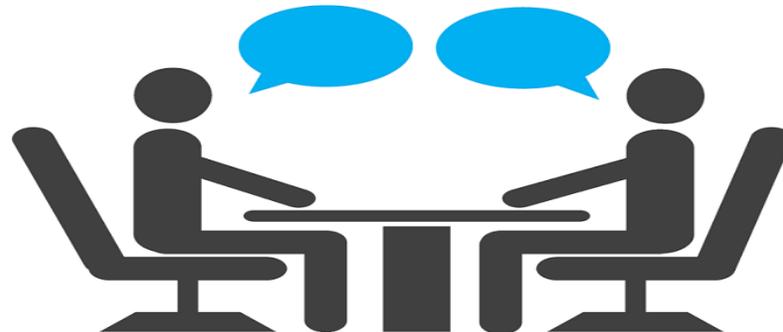
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Interview Techniques...

What is an Interview?

An interview is a conversation where questions are asked and answers are given in order to determine whether or not someone is going to be suitable for a job or service.



Types of Interview?

- Face to face interview
- Group interview
- Phone interview
- Panel interview
- Skype interview
- Behavioral based interview
- Role play
- Work trial

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Preparing for an Interview...

It is really important to prepare for an interview before. You should plan the following things:

- What will you wear
- How will I get there
- How long will it take to get there
- Who is the interview with
- Research some key facts on the company
- Have a copy of your resume ready to take with you
- Have a reference ready to provide
- Get a good nights sleep!



What Should I Wear?

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IMAGE SOURCE: <https://njyag.ymcace.org/dress-code/>

What should I wear...

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fitted for work



DRESS FOR SUCCESS[®]
SOUTH EAST MELBOURNE



WEAR FOR SUCCESS

Making a Positive First Impression...

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Did you know you have approximately 10 seconds before someone has formed a first impression of you

After 4 minutes they have formed a lasting impression of you

It is really important to make your first impression a good one!

First Impressions...

- 1- Smile
- 2- Positive Attitude
- 3- Confidence
- 4- Communication
- 5- Eye Contact
- 6- Body Language

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First Impressions...

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- Be on time (arrive 15 minutes early!)
- Pay close attention to your personal hygiene
- Wear appropriate interview attire
- Be prepared
- Be confident and introduce yourself
- Give a solid handshake
- Turn your mobile phone off
- Sit up straight
- Use your manners!

Top 10 Commonly Asked Interview Questions...

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- 1- Tell me about yourself?
- 2- What interests you about this job?
- 3- What did you like and/or dislike about your current/previous job/school?
- 4- What do you know about our company?
- 5- What will you bring to the position?

Top 10 Commonly Asked Interview Questions...

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6- Why do you want to work for us?

7- What are your key strengths?

8- What are your areas of development?

9- What have you learned from your mistakes?

10- Why should I hire you?

Behavioral Questions?

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Behavioral questions are questions which ask for an example. They will be based upon a situation and will want to know things like:

- Where have you used the skill before?
- What actions did you perform?
- How did you overcome a problem or achieve a positive result?

EXAMPLE:

Can you tell me about a time you had had to work in a team to complete a task. What task did you complete and how did you achieve a result?

How to be a Star

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Situation- Provide some background information

Task- Describe the activity, problem or challenges

Action- Explain how and what you did

Result- What did you achieve, was it a success

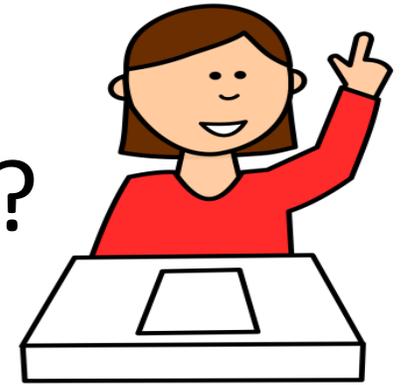


Questions for an Employer?

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- What is the size of the team?
- Will I be based in one location or several?
- What are your customers like?
- Is the company planning on expanding in the future?
- When do you need someone to start?



End of an Interview...

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- They may brief you on salary & start date
- Check if you have the right licenses & checks
- Tell you the next step in the process
- Ask for references
- Shake hands
- Walk you out the door

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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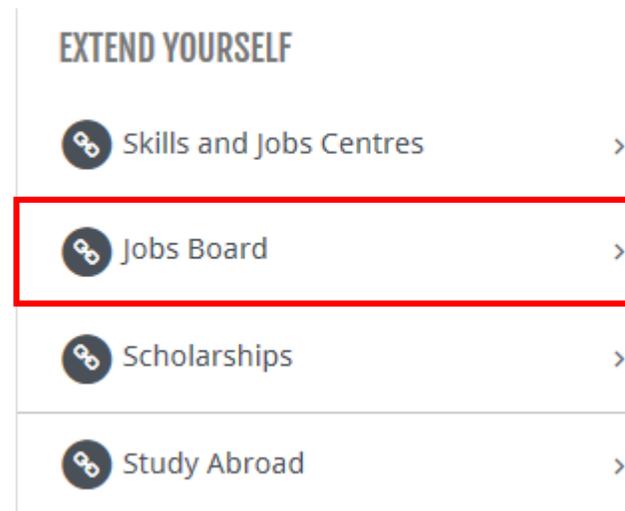


Step 1: <https://studentweb.bhtafe.edu.au>

Step 2: Click “Student Hub”



Step 3: Select “Jobs Board”

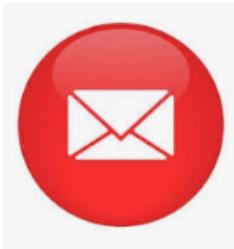


You can access the Skills & Jobs Centres at Box Hill Institute by:



8892 1350

or



sajc.elgar@boxhill.edu.au

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

Contact Us

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ANY QUESTIONS?

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