

Resumes and Cover Letters



A Resume, sometimes known as a CV (Curriculum Vitae), is a brief written summary of a job applicant's past employment history, education and other relevant information.

A resume is a medium for marketing yourself and making a favourable impression on a prospective employer. For this reason, it is often referred to as one of the most crucial steps taken during a job search. It outlines your background, your skills and your education so that a potential employer is quickly and easily able to see how your individual experiences can contribute to a company's success.

Did you know that, on average, an employer or recruiter takes only 8-10 seconds to screen your Resume and Job Application Cover Letter before considering an application to either be shortlisted for an interview or not. Sometimes it can be even less than that. This is not a lot of time to create a first impression on a piece of paper.

Remember though, that a Resume is always an evolving document, which improves over the period of time, during your career, so keep modifying and improving on it after the first draft and keep different versions with you as you move forward in your chosen career.

Your Resume should be tweaked for every job application to ensure the key selection criteria and core skills required plus culture and team fit is covered and that you have done your research on a role, the responsibilities and, of course, the business itself.

The myfuture website has a wide range of resources for resume and cover letter templates as well as articles offering a wealth of advice on job advertisements and interviews. See more here:

<https://myfuture.edu.au/footer/assist-others/job-search-resources>