



Australian
Human Rights
Commission



IncludeAbility

Writing a resume and cover letter



Easy Read

www.humanrights.gov.au

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CID made this document Easy Read.

You need to ask CID if you want to use any of the pictures.

Contact CID at **business@cid.org.au**.

About this guide



There are some things you must do when you apply for a job.



You must write a resume.

Your **resume** tells the workplace about your skills and what work you have done.



You must write a cover letter.

The **cover letter** tells a bit about yourself and why you want the job.



This guide will help you write your resume and cover letter.

Writing a resume



This part talks about the things you should write on your resume.

Contact information



Your resume should have your contact information.

A hand is writing on a resume form. The form has three main sections: 'First and last name', 'Phone number', and 'Email address', each with a line for writing.

These are your

- First and last name
- Phone number
- Email address



You do not need to write

- Your date of birth or age



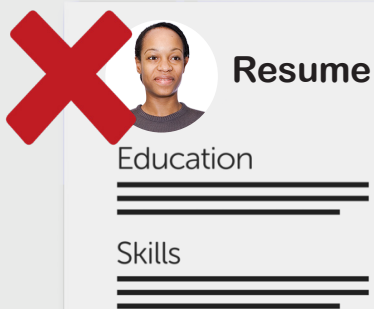
- Where you live



- Your gender



- If you are married



You do **not** need to put a photo of yourself.

Career profile

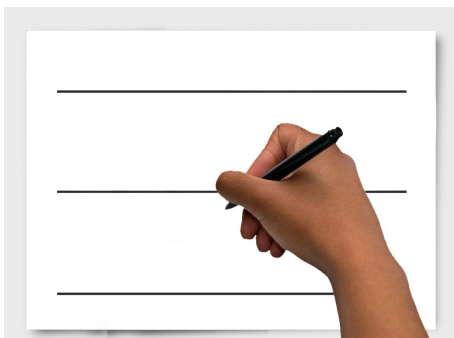


When you write about yourself you can talk about

- Skills you have
- Past jobs
- Who you are



This goes at the top of your resume.



This part should be short.

Only write 3 or 4 lines.

Example



I am looking for a sales job.



I have good people skills.



I know how to run a shop
and how to fix problems.



I know a lot of things that
can make your shop better.



Work



In this part of your resume you can talk about any jobs you have had.



For every job you list you can talk about

- The name of the work place and your job title
- When you started and finished
- What you did in this role
- The skills you learned
- Anything great you did when you worked there



You can talk about work that was

- Paid
- Not paid like **volunteer** work

Volunteer means to work for free.

Example

Sarah Jones

Sales person at the Shoes and Clothes workplace.

January 2020 - May 2020

Tasks and skills

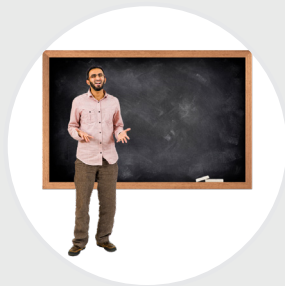
- Listening and helping people with their shopping
- Getting along well with people
- Making a form to send to people asking them what we can do better
- Making space in the shop so it is easy to find and buy things



Education



You can also talk about your education.



Education means learning new things at a place like a

- School



- University



- Tafe



- Any other place that can teach you something

Looking at gaps in your resume



You might worry about times when you did not have a job.



You do not have to put these times in your resume.



You can talk about these times if you get an **interview**.

An **interview** is when you meet with a workplace to talk about a job.



At the interview you can talk about other things you did when you were not working.

Tips for your resume



Your resume only needs to be 1 or 2 pages.



Your resume should be neat.



To make your resume neat use

- Headings
- Clear writing
- Lots of space on each page
- Dot points when you need



Make sure there are no spelling mistakes.

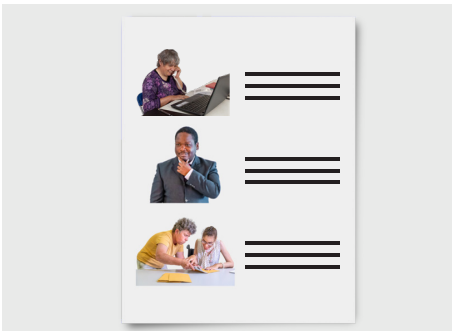
Writing a cover letter



The cover letter tells the workplace about you and why you want the job.

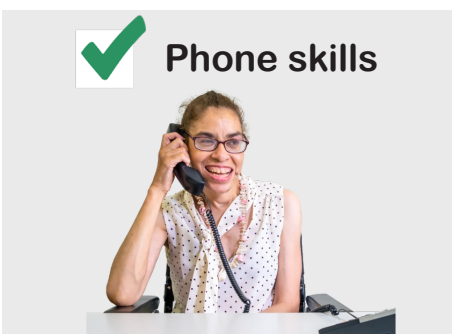


A cover letter should only be 1 page.

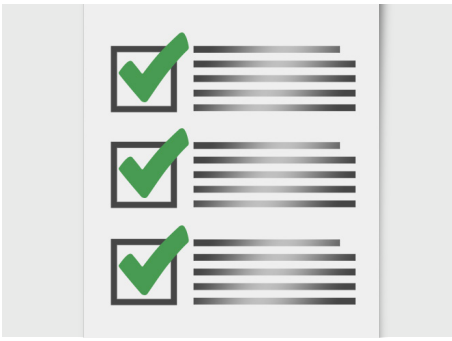


In a cover letter you should write about

- Your skills
- Why you should get the job
- Your past jobs and what you learned



Some jobs will ask you to write about how your skills match their **selection criteria**.

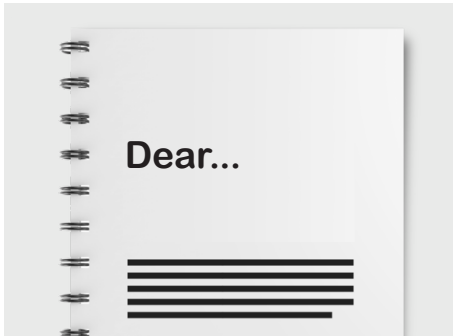


Selection criteria is a list of things the workplace are looking for in a person.



You can find the selection criteria on the same page as the job advertisement.

Tips for your cover letter



Start your letter with the name of the contact person.

You can often find it in the job ad.



Use the first sentence to say who you are.



Write about why you would be good for the job.



Write about how you fit the selection criteria.



I served customers



Write about things you did in your past jobs to answer the selection criteria.



thank
you

Thank the workplace for their time.

Should you talk about your disability?



It is up to you if you tell a workplace about your disability.



It can help the workplace to make the changes you need.



This could be for the interview and if they hire you.



If you get the job you can tell your workplace

- How to support you best
- What changes you need to do your job



You do not have to tell a workplace about your disability.

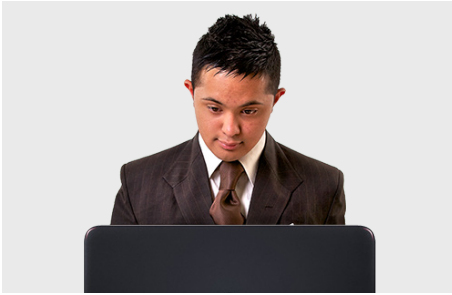


We have another guide that has more information about telling your workplace about your disability.

It is called

Are you a person with a disability in the workplace?

More information

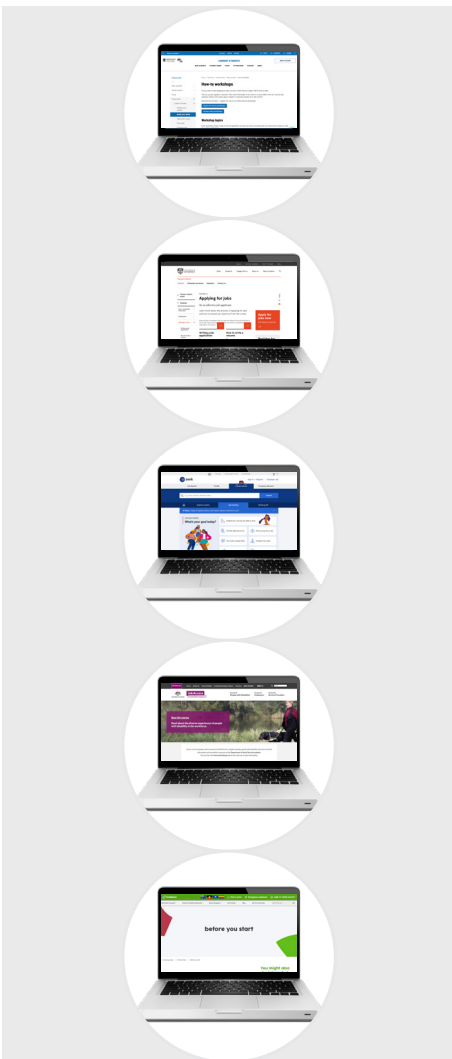


For more information you can go to these websites.



These websites are **not** in Easy Read.

It is a good idea to look at these websites with a support person.



- Monash University
www.monash.edu/career-connect/build/job-workshops
- University of Sydney
www.sydney.edu.au/careers/students/applying-for-jobs.html
- Seek
www.seek.com.au/career-advice/job-hunting
- JobAccess
www.jobaccess.gov.au
- Headspace
www.headspace.org.au/young-people/how-to-prepare-for-job-search