

CAREER MANAGEMENT TOOLS



Your résumé is your most important tool when applying for a job. It does not matter how qualified you are, or how much experience you have – if your résumé is poorly presented or badly written, you are going to have trouble getting an interview. Taking the time to work on your résumé is important.

Task 1: Prepare a Résumé

Prepare a draft résumé for either a work experience placement or part time job. Keep it simple, accurate and interesting. A résumé should include:

- Name
- Contact details (do not provide your street address – an email address is sufficient)
- Career objective – how the job advertised links to your future goals
- Education – where you go/have been to school. Include subjects studied
- Employment/Work Experience/ Volunteering History – include details of any work you have undertaken (paid or unpaid) and detail the duties you undertook.
- Summary of your skills e.g. communication, computer skills, teamwork
- Personal qualities e.g. honest, friendly, hard worker
- Awards and achievements
- Hobbies and interests
- Referees

Visit [Youthcentral](#) if you need some tips on how to layout your résumé.

Task 2: Prepare a Cover Letter

A cover letter is a brief letter accompanying a résumé that introduces you to a prospective employer. There are many ways to present a cover letter. [Youthcentral](#) has some great examples you can follow.

All cover letters should include the following:

1st paragraph: Explain why you are applying. Include where or from whom you learned about the job and how it links to your future goals.

2nd paragraph: Provide any specific details that would highlight your suitability for the position. E.g. personal qualities, skills, and experiences that make you a good candidate for the job. Outline your availability.

3rd paragraph: Politely end the letter; ask to be interviewed for the job. Also, include how you can be contacted.

Now, save your completed worksheets in the Résumé section of My Career Portfolio, or in other e-portfolios to help you with future career planning.