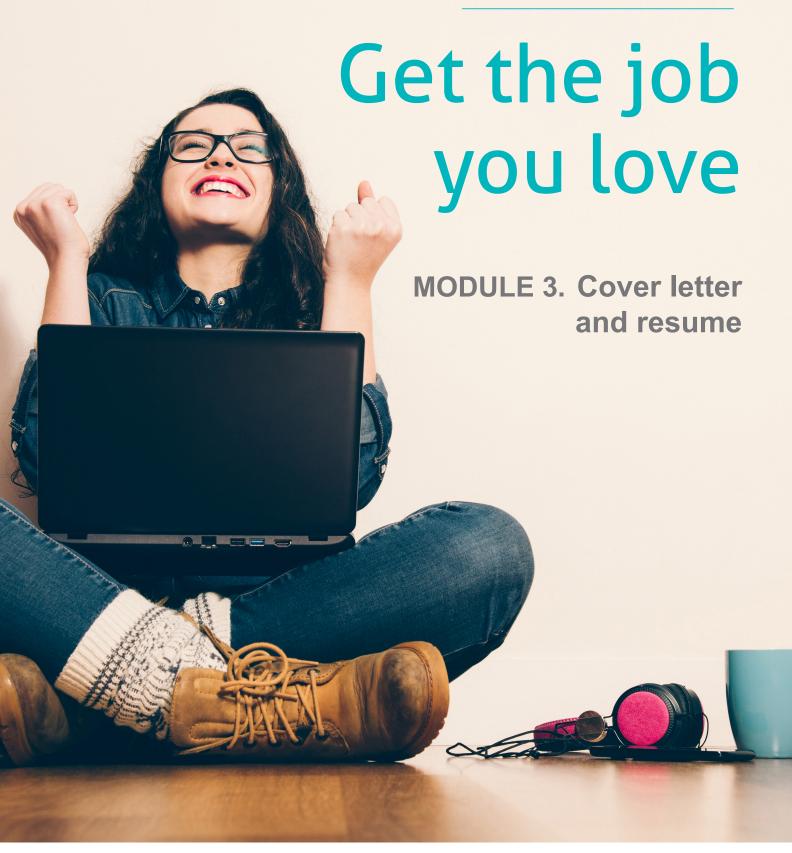
# **ONLINE COURSE**





## **Cover letter**

Write a short summary of your experience with a focus on your accomplishments/outcomes: (can be bullet points)
What is your point of difference i.e. why should they hire you?
•••••••••••••••••••••••••••••••
•••••••••••••••••••••••••••••••••••••••
• • • • • • • • • • • • • • • • • • • •

Your name, Qualifications Your mobile Your email

#### TEMPLATE EXAMPLE

Date

Contact person
Position title
Organisation
Organisation address

Dear	
With comprehensive nutrition and dietetics experience in numerous clinical specialty areas within leading Australian healthcare organisations, I wish to express interest in position of I have worked in various positions at for the past X years. Previously I worked as a clinical and research dietitian at My resume, including names and contact information of referees, and details of how I meet the selection criteria are attached. I also hold the Accredited Practising Dietitian (APD) credential.	the
Most notably, my career has included:	
(List achievements/outcomes)	
	• • •
Now at this juncture in my career, I am exploring new professional challenges affording the use of my strong clinical background, hence my interest in this position. I believe I have demonstrated the necessary qualifications, experience and personal attributes fulfil this position.	e that
I appreciate your time in reviewing my application and look forward to speaking with you soon.	
Yours sincerely	
Your name	

### Resume

Complete your resume/CV using template headings below:

Your name, Qualifications Your mobile Your email

### TEMPLATE EXAMPLE

OR	GANISATION, Location: (Most recent first)
Da	tes:
Po	sition title:
(Li	st key outcomes/achievements)
• •	
• •	• • • • • • • • • • • • • • • • • • • •
• •	
ED	UCATION
UN	IVERSITY, Location:
	me of degree:
Yea	ar Graduated:
PR	OFESSIONAL MEMBERSHIPS
Pro	ofessional organisation:
Ме	mbership #
PR	OFESSIONAL OFFICES

## Your name, Qualifications Your mobile Your email

(List volunteer roles)  AWARDS/GRANTS  (List awards/grants)  PUBLICATIONS  (List publications)  PRESENTATIONS  (List presentations)  REFEREES  Name: Email/phone number: Name: Email/phone number: Name: Email/phone number: Name:	/1.54 valuets = 0.051 \	
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Name:		
Email/phone number:		
Name:		
	Name:	

Cover Letter Checklist:
Have you addressed the letter to the correct person?
Have you included your contact details?
Have you included the name of position or job listing?
Have you focused on what sets you apart from the crowd?
Have you included what you can offer your employer and avoided stating what they can do for you?
Have you checked for spelling and grammar errors?
Resume Checklist:
Resume Checklist:  Have you explained any gaps in your resume?
Have you explained any gaps in your resume?
Have you explained any gaps in your resume?  Have you contacted your referees and are they available?
Have you explained any gaps in your resume?  Have you contacted your referees and are they available?  Have you used strong action words with a focus on unique skills and attributes?

Is your resume concise?

# Do's and Dont's of approaching a Referee

#### DO'S

- Ask for their permission to include them as a referee
- Make things as easy as possible for them
- Send them your application/s
- Make sure they are available
- Ensure you have their current contact details
- Thank them for their time



## **DONT'S**

- Choose someone you haven't been in contact with more for more than a year
- Choose someone who you didn't have the best relationship with
- Choose a friend or family member
- Assume they will be a referee for you