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ONLINE COURSE

# Get the job you love

**MODULE 3. Cover letter  
and resume**





Complete your cover letter using template below:

**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 the 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.

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 that I have demonstrated the necessary qualifications, experience and personal attributes to fulfil this position.

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

### EMPLOYMENT /OR WORK EXPERIENCE

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ORGANISATION, Location: (Most recent first) .....

Dates: .....

Position title: .....

*(List key outcomes/achievements)*

.....  
.....  
.....  
.....

### EDUCATION

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UNIVERSITY, Location: .....

Name of degree: .....

Year Graduated: .....

### PROFESSIONAL MEMBERSHIPS

---

Professional organisation: .....

Membership # .....

### PROFESSIONAL OFFICES

---

*(List professional offices held)*

.....  
.....

**Your name, Qualifications**  
**Your mobile**  
**Your email**

*TEMPLATE EXAMPLE*

VOLUNTEER POSITIONS

---

(List volunteer roles)

.....  
.....

AWARDS/GRANTS

---

(List awards/grants)

.....  
.....

PUBLICATIONS

---

(List publications)

.....  
.....

PRESENTATIONS

---

(List presentations)

.....  
.....

REFEREES

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Name: .....

Email/phone number: .....

Name: .....

Email/phone number: .....

Name: .....

Email/phone number: .....

### *Cover Letter Checklist:*

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- 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:*

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- 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?
- Have you avoided generic statements?
- Have you focused on demonstrating outcomes and results?
- Have you checked for spelling and grammar errors?
- 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