



Cover Letter Tips

Here are some Cover Letter tips to help you shape your application to get the role you want.

- When at all possible, ensure you address your Cover Letter to a particular person. This reinforces that this is not a generic cover letter, but one made especially for a position you're genuinely interested in.
- Modify your cover letter to the particular job you are applying for and illustrate why you are the best choice for this position.
- Gather whatever company information may have been listed or available to you. Discuss why this company description appeals to you.
- Don't repeat your detailed resume in your cover letter. This is an opportunity to illustrate your outstanding qualities, draw attention to your key skills and demonstrate your personality as well.
- Double and triple check for spelling or grammatical errors. Many hiring managers will not consider a resume or cover letter with spelling errors.

Resume Writing Tips

Your Resume is an extremely important part of your job seeking process. Essentially it's a tool purely designed to create interest within a selected organisation and to give you that "foot in the door" result.

There are various different right and wrong ways to write a resume. Ultimately your objective should be to ensure the layout design of your resume clear, concise and easy to extract information.

Here is a simple guideline to follow which will help you write an effective resume:

1. Opening

Begin your resume with your Name, Contact Details and Education.

2. Career Summary

You can also include a Skills Matrix which can vary in information depending on your background. For example a Claims or Underwriting candidate could use four columns comprising of product, Years of Experience, a Self-Rating Systems out of 10 and Last Used.

Product	Years of experience	Rating 0 - 10	Last Used
Financial Lines/Motor/workers Compensation/ Life Insurance etc	4 years	8	2005

Having a skills matrix can be an advantage. This allows a hiring manager to quickly gain an understanding of your experience and relevance for the position.



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3. Career History / Professional Experience:

Listing your professional experience in your resume will create the most interest for a hiring manager. It is important that you keep this section clear, concise and easy to read.

Here is a guideline to help you structure your career history. List in the following order:

- Company name (**large font and Bold**) **ABC INSURANCE**
- Title (**Bold**) **Team Leader**
- Start and End date (**Bold**) **25th January 2012 – 18th May 2014**
- Write a small blurb on the company explaining who they are (standard font)
- Next paragraph list the project or project team details (standard font)
- List YOUR responsibilities preferably in dot point (standard font)
- List YOUR achievements preferably in dot point (standard font)
- List the technical environment

If you're seeking a technical position, include the relevant product terms as much as you can while displaying an understanding.

4. Personal interests:

Feel free to mention your interests however try to keep this section to a minimum. In most cases a hiring manager is interested in your experience.

5. Volunteer work / training courses:

It's important to mention any volunteer work or training courses you've been involved in. This can give a positive indication to your character and demonstrate your interest in keeping your skills up to date.

6. Reference details / Referees

Whilst it's not essential to list your referees, it is an advantage. Ensure you have a minimum of two referees prepared and ready to go.