

Cover Letter Guide

- **Why prepare a Cover Letter?**

Think of your cover letter as your initial pitch and chance to make a great first impression.

Your cover letter should address why you are interested in this role and briefly touch on why you are suitable.

- **Suggested Format**

Your information/date/their details

Dear – insert hiring manager name

Re – insert name of role

Introduction:

- Why have you applied for this role?
- Why are you a good fit?
- Why do you want to work for this company?

Body:

- Talk in more detail about your background and how your experience and skills are a good fit
- List any relevant achievements

Conclusion:

- Summary and sign off

Selection Criteria

- **Why Address Selection Criteria?**

Selection criteria are the skills, attributes, knowledge and qualifications that an employer has defined as being essential for satisfying the requirements of the job and can be found in every Position Description.

When applying for a job you are required to write a short statement against each criteria, which outlines how your current skills, attributes, knowledge or qualifications satisfy this criteria.

Including selection criteria in the application process assists the Selection Panel in assessing all applicants fairly and consistently.

Applicants are also benefited by the selection criteria, as it gives you a better understanding of what the job requires and you will be able to assess your own capabilities against the requirements of the job.

- **How to Address Selection Criteria**

1. Create a new document
2. Address each criteria individually
3. Break the selection criteria into key points
4. Support your claims with evidence (**STAR** approach)
5. Use active verbs
6. Proofread and evaluate

- **STAR Approach**

Situation

What was the situation? This is a brief outline of the situation faced and your role.

Task

What were the main issues involve with the situation? What needed to be done? What task/s needed to be achieved and what was the desired outcome? What obstacles had to be overcome?

Action

What were the steps you took to complete the task? This will include allocation of resources, people involved, etc.

Result

What was the outcome? How did it change things at work? What lessons did you learn from this event?