

Example of Covering Letter Layout

<Insert your First Name and Surname>

<Insert your postal address and contact details>

Phone:

Mobile:

Email:

<Insert date>

Manager Human Resources
Mareeba Shire Council
recruitment@msc.qld.gov.au

To Whom It May Concern:

I wish to apply for the position of <Insert Position Title>, that was advertised on/in <insert where the position was advertised> on <insert date advertised>.

Background

<Provide brief background on why you have applied for the role>

Qualifications

<Enter the details of your education, training, qualifications, tickets and licences and how they are relevant to the position>

Knowledge, Skills and Expertise

<Enter the definitions of work experience / tasks you have performed which relate to the position and the details of the tasks / duties you undertook that demonstrate your skills>

People Oriented Skills and Attributes

<Enter the details of the personal characteristics you possess that would make you successful in this role>

Please find my resume attached and I look forward to hearing from you soon.

Yours sincerely

<Sign your name>

<Insert your First Name and Surname>

Example of Resume Layout

Please note: You may use your own resume layout if preferred

<Insert your First Name and Surname here>

<Insert your postal address and contact details here>

Phone: Mobile: Email:

RESUME

OBJECTIVE / PROFILE / BACKGROUND

<Insert your career objective / profile or background>

EMPLOYMENT HISTORY

<Insert the period of employment>

<Insert the name of the Employer>

<Insert the job title>

<Insert the details of the position held, role, responsibilities, duties or achievements>

EDUCATION / PROFESSIONAL DEVELOPMENT

<Insert title of qualification>

<Insert institution name>

<Insert the date attained>

COMPUTER SKILLS

<List specific computer skills you have acquired if they are required elements for a position>

LICENCES

<Insert Licence title>

<Insert Licence number>

<Insert Issuing authority>

<Insert expiry date>

ADDITIONAL INFORMATION

<Insert any further relevant details to support your application which may include the following>

- <Associations>
- <Interests / Activities>
- <Voluntary activities>
- <Citizenship>
- <Language>
- <Travel>
- <Availability>

REFEREES

<Insert name of referee, position title, company name and telephone number>

<Include the details of at least 3 referees>