

APPLYING FOR A JOB

Why Do You Need a Cover Letter?

The most important thing to remember when applying for a job is that your application needs to stand out for the right reasons.

A cover letter should always accompany your resume and should explain your motivation for the role and organization you are applying for. A cover letter is all about making a good first impression and can increase your chances of progressing or even landing the job.

A cover letter should:

- Highlight your skills and experience which are relevant to the role,
- You should research your potential employer and reflect this in your key phrase and reason for applying.
- It should be concise and no longer than one page.

Resumes

A resume, which is sometimes referred to as a CV (Curriculum Vitae) is a personal marketing tool that presents your skills, attributes, experiences, and qualifications to any future employer. It is important to keep your resume concise, easy to read and tailored to the position you are applying for.

If you are writing a resume with no career history or experience you can use transferable skills, these are skills that you have acquired in one aspect of your life that can assist in the job that you are applying for. The best way to identify your transferable skills is to complete a self-evaluation exercise. See the example below:

This resource is property of the Aesthetic Beauty Industry Council. This document must not be distributed to other individuals or businesses without permission, doing so is a breach of copyright. This information provided is general in nature and does not constitute legally binding advice. ABIC will endeavour to update the information in this document and on our website as needed from time to time, however information can change without notice and ABIC does not guarantee the accuracy of information provided, including information provided by third parties at any time. We strongly recommend reading ABIC's standard Terms and Conditions and our website's Terms of Use in conjunction with the information provided.

Transferable Skills Exercise

Jobs, study, and other extra-curricular activities.	Skills
Student	Meeting deadlines/time management
Responsibilities	Group work/working as a team
Completing assessments	Computer Skills
Volunteer Work	Communication
Responsibilities	Problem Solving
Dealing with customers	Conflict resolution

In an interview situation this self-evaluation task is extremely useful when answering interview questions. You can use past examples to demonstrate your proficiency in a particular skill.

Four transferable skills which are often focused on in interviews are:

- Communication skills
- Managing/organising skills
- Problem Solving Skills
- Teamwork Skills

If you do not have any examples of these from your current work experience, then spend some time preparing examples from your past experiences and from any volunteering experiences.

This resource is property of the Aesthetic Beauty Industry Council. This document must not be distributed to other individuals or businesses without permission, doing so is a breach of copyright. This information provided is general in nature and does not constitute legally binding advice. ABIC will endeavour to update the information in this document and on our website as needed from time to time, however information can change without notice and ABIC does not guarantee the accuracy of information provided, including information provided by third parties at any time. We strongly recommend reading ABIC's standard Terms and Conditions and our website's Terms of Use in conjunction with the information provided.