



# How to write a CV and Covering Letter

This guide provides information to help you write a Curriculum Vitae (CV) and a covering letter.

**Hint!** Your CV and/or covering letter should be clear, concise and effective tools that highlight your skills and experience - and markets you as the best candidate for the job.

Before applying for a vacancy, make sure your CV is up to date.

- Read the advertisement and accompanying information to gain an understanding of the position and location.
- Locate other information about the position, for example researching information about the school on the school website, via Schools Online and reading the Department’s website.
- Think about how your skills, knowledge and attitudes fit with the position.
- Make use of the contact person listed in the advertisement if you have any specific questions about the position.

### Your CV needs to provide information about the following:

Name and contact details	This is so we know who you are and how to contact you - name, email and postal address and contact telephone numbers.
Summary	A statement about yourself, including your key skills and attributes and career goals
Professional Experience	Start from your most recent position and work backwards. Include the title of your position, where you worked and start and finish dates. Include a short list of responsibilities and achievements.
Education	Please list completed tertiary degree/s, diplomas and certificates including any current studies.  If you are applying for a teaching position, you may wish to include areas of teaching specialisations that you are qualified to teach such as Early Childhood (K-3), Primary (Years 1-7), Kindergarten to Year 7, Middle Schooling (Years 6-10), Secondary (Years 8-12), Education Support, ESL, Music, languages other than English (LOTE) etc.
Professional Associations	List any relevant professional associations, including the type of membership and the date you joined.
Additional Training	Just like education, include the name of the training, the institution where you did the training and the date you completed it.
Referees	You will be asked to provide details of two referees when you apply online. It is optional to include them in your CV.

**Hint!** Make sure you tailor your CV and/or covering letter to the position you are applying for and only include information relevant to that position

### **Your covering letter should:**

- clearly indicate the position you are applying for; and
- provide a clear link between your skills, experience and abilities in relation to those required for the position.

We recommend you read through the advertisement and accompanying information to understand what skills, experience and knowledge are required for the position. You may want to highlight the key attributes that should be addressed (from the entire content of the advertisement), some of which may include:

- leadership skills;
- curriculum writing in relation to the subject area;
- organisational or communication skills;
- cultural issues impacting the position;
- specific experience with GATE, ESL or students with special needs; and/or
- selection criteria requirements, etc

What we are looking for:

- matches between your experience, skills and attitudes to the position;
- understanding of the employers needs;
- enthusiasm for the position; and
- demonstration of School and Department values

If a covering letter is requested as part of your application, it should not be a repeat of the information in your CV but rather an opportunity to articulate why the selection panel should choose you to interview.

**Hint!** Keep the covering letter simple, space text out so it is easy to read  
and do not forget to spell check!

### **How long should your CV and covering letter be?**

Whilst there is no stipulation on how long your CV and covering letter should be, as a guide limit your covering letter to between two and three pages, and your CV to between four and five pages.

Always refer to the advertisement, or if in doubt, contact the panel for their specific requirements.

### **What format should your CV and cover letter be?**

When applying online via the JobsWA Jobs Board, your CV and covering letter should be saved in MS Word, MS Excel, Adobe PDF, JPEG or GIF format. Please do not submit Publisher, ZIP or password protected files, as this may affect the accessibility of your application.

It is also recommended that you prepare your CV and covering letter in font size 10 (at a minimum) with a margin of at least 1cm (including top, bottom and sides).

Please note that there is a size restriction to each attachment when applying online, which is 2MB per attachment, with a combined total of 8MB for all attachments.

### **Would you like further information?**

A sample CV and covering letter can be found on the following pages. Please note that this is a sample format only and not the mandatory content of your CV and covering letter.

**Good luck with your application!**

**Note!** The following is only one example of the way you can present your CV and covering letter.

## SAMPLE ONLY CV

### PERSONAL DETAILS

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**Name:** [Your name]  
**Address:** [Your full address]  
**Contact Number:** [Your contact number]  
**Email:** [your email]

### SUMMARY

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[A succinct summary about yourself]

This is an EXAMPLE:

I am an experienced Primary School educator, having recently worked as a Deputy Principal and Principal at a number of schools. I hold a Bachelor of Education, with a specialisation in XXXX and am a registered member of TRB. I have considerable experience in .....

### PROFESSIONAL EXPERIENCE (EMPLOYMENT HISTORY)

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**Employer:** XXXX  
**Period of employment:** Dates – start and finish  
**Position:** XXXX  
**Reports to:** XXXX

**Key Responsibilities:**

- XXXX
- XXXX
- Etc

**Key Achievements:**

- XXXX
- Etc

**Employer:** XXXX  
**Period of employment:** Dates – start and finish  
**Position:** XXXX  
**Reports to:** XXXX

**Key Responsibilities:**

- XXXX
- XXXX
- Etc

**Key Achievements:**

- XXXX
- Etc

**Employer:** XXXX  
**Period of employment:** Dates – start and finish  
**Position:** XXXX  
**Reports to:** XXXX  
**Key Responsibilities:**

- XXXX
- XXXX
- Etc

**Key Achievements:**

- XXXX
- Etc

## EDUCATION

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**Qualification:** XXXX  
**Specialisation:** Information about areas qualified to teach, for example, Early Childhood, Primary, Secondary, LOTE, Education Support, Management, HR, etc  
**Major/Minor:** List of majors and minors, where relevant  
**Institute:** XXXX University  
**Graduated:** Year

## PROFESSIONAL ASSOCIATIONS

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Association	Membership	Member Since
Teachers Registration Board (TRB)	XXXX	Year
XXXX	XXXX	Year

## ADDITIONAL SKILLS AND TRAINING

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<b>Skill/Area of Training</b>	XXXX
	XXXX
<b>Skill/Area of Training</b>	XXXX
	XXXX

## REFEREES

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[Name]	[Name]
[Position Title]	[Position Title]
[Period of supervision]	[Period of supervision]
[Contact details – Telephone, Email]	[Contact details – Telephone, Email]

# SAMPLE ONLY COVERING LETTER

[name]

[address]

[Suburb, State & Postcode]

October 9, 2009

Panel Chair

On-line via: [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Dear [name],

## Application: [Position]

I am writing to apply for the advertised vacancy of XXXX School as advertised on the Jobs WA website.

I have strong skills in.....[outline a particular skill set and how it relates to the specific role you are applying for and why it would make you suitable for the position. You may include how you have acquired these skills and how you have applied them in the past.]

**Please note:** you may repeat the above with additional information/paragraphs, depending on the number of skill sets you have and what skill sets the specific role/advert is asking for.

I have strong experience .....[outline your experience in relation to the experience requested in the role/advert and how this would assist you to perform the advertised role. You may include how you have acquired these skills and how you have applied them in the past.]

**Please note:** you may repeat the above with additional information/paragraphs, depending on the specific experience the role/advert requests.

I have knowledge of .....[outline how your knowledge would assist you to undertake the duties of the position. You may include how you have acquired this knowledge and how you have applied it in the past.]

**Please note:** you may repeat the above with additional information/paragraphs, depending on the specific knowledge the role/advert requests.

In summary....[outline why the combination of the above skills, knowledge and experience make you the best possible candidate for the position you are applying for. ]

Attached is my curriculum vitae [this should highlight the key skills and experience mentioned above] which will provide you with an overview of my experience and skills. I would appreciate the opportunity to provide you with further information, and can be contacted for interview on [contact number].

Yours sincerely

Your Name