Sydney Cover Letter and Resume Tips

Writing your application

Cover letter tips

A cover letter is an opportunity to show why you're applying for the role, what about the job you find interesting, and why you would be a good fit for the role. Remember:

- Show your passion
 - Why do you want to work in this industry, for this organisation, or in this role?
- What you bring to the table
 - Don't just tell the site what you can gain from this internship experience, tell the site what you can bring to them (previous experience, skills specific to the industry, and transferrable skills like communication skills, teamwork skills, self-management skills)
- Research is critical
 - How do your skills and interests match what the site has said they are looking for in an intern?

Resume format

Personal details

An objective statement is optional. If used the statement should not be a broad, rather, it should be relevant to the role you are applying for. This is particularly effective if your current or past experience isn't directly related to the job for which you are applying. If you think you present a compelling case in the cover letter, your fit in their organisation is obvious, or you feel you don't have anything to say that is interesting/compelling/adds value, then no problem — skip it!

Recommended

- Education details
- Employment details
- Uni/Community/Sporting involvement (optional)
- Additional skills (this is where you would list knowledge in a highly specialized program or
 other languages spoken, but if it's a program that most other candidates would know how to
 use, it doesn't belong here)
- Hobbies + interests (optional, but for those who do not have a lot of experience this gives a bit more insight in to your well roundedness)

Tips

- For your contact details, make sure you have a professional sounding email address like firstname.lastname@gmail.com, no one will be impressed by beerandfootballguy69@yahoo.com
- GPA is not necessary unless it's really impressive
- 2 pages max
- No photo
- Keep it recent and relevant: don't include anything pre-university (unless there is something particularly unique or compelling)
- Don't underestimate the value of the great skills you develop working in the retail or hospitality industry, but don't list the obvious like "cash handling", talk about the customer service skills you developed, your relationship building skills, did you train people?, did you develop multitasking or organisational skills?, give examples of these skills you've developed
- For Additional Skills: Don't list Microsoft Word, Email, or Excel as if you were born after 1990, at this point, it's a given
- References: space is precious so don't use multiple lines to lists references, simply write "References available upon request"

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Resume example (2 pages)

Jane Intern

Address, contact phone number, email address that you regularly check

Objective: To gain an internship related to marketing in a non-profit where I will also gain exposure to Sydney business culture

Education

Northeastern University

Boston, MA

B.A Marketing

May, 2017 (Expected)

Honours: Dean's List (Spring 2015 semester), National Society of Collegiate Scholars, Dean's Scholarship for Outstanding GPA (Fall 2014 semester)

Relevant Coursework: Marketing Principles, Marketing Strategy and Planning, Building and Managing Brands, Advertising: Creating Principles, International Marketing

Experience

A company

Intern June 2015-Present

- Each bullet point should start with an action word (present tense for current work, past for previous work)
- Analyse competitors' websites for past marketing campaigns
- Coordinate weekly staff meeting
- Conduct research to create and execute new marketing initiatives to pitch to clients

A company

Customer Service Representative

June 2014-June 2015

- Maintained X
- Establish positive rapport with customers quickly and efficiently
- Managed ingoing and outgoing calls to customers related to shipment issues, working to solve problems in a timely manner, ensuring that customers were happy to continue doing business with the company in the future

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University Involvement

Northeastern Huskies Field Hockey

September 2015-Present

Member, Goalkeeper

Captain

September 2013-September 2015

- Mentor junior members in pre-season sessions
- Run summer training camp
- Organise weekly team meeting and dinner

Additional Skills

Fluent in Mandarin and Portuguese

Hobbies and Interests

- Volunteering: I walk dogs every weekend for the local animal shelter and I have been on volunteer trips to Brazil to work in an orphanage during Summer 2014 and to China to clean up trash along the Great Wall during spring break in 2015
- Blogging: I have my own blog (url of blog) where I track and analyse the current marketing campaigns for my favourite brands such as Quiksilver, Nike, and Victoria's Secret

References available upon request

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.

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