

WRITING COVER LETTERS AND RESUMES FOR INTERNAL RECRUITMENT



Delivery: Virtual



2-hours



Maximum Participants: 15



Recommended for:
team members participating in
an EOI or recruitment process



Fully Pre-qualified on:
buy.nsw Supplier Hub,
VendorPanel and AusTender

Improve applicants success rates in EOI and Internal Recruitment

Participants will benefit from this practical and effective workshop - learning how to identify their transferrable skills and compelling examples of their capabilities and achievements to craft into a succinct and well structured cover letter and resume.

This is an ideal program for staff who have not recently participated in an internal recruitment process or restructure to boost confidence and increase applicants success.

WORKSHOP CONTENT

Preparing a cover letter and Resume/CV can be challenging. This short-format group workshop helps participants understand how to convey their experience and attributes through an effective cover letter and resume.

Content can be customised to your Agency's *Expression of Interest* requirements.

Pre-workshop task:
Familiarise with the NSW Capability Framework

CONTENT INCLUDES:

- What is crucial to include in writing powerful Cover letters and Resumes
- Tailoring to the Capability Framework requirements of specific roles and to relevant Agency internal processes
- Identifying achievements and how to present them effectively
- Identifying relevant transferable skills
- Pitching skills at the appropriate level
- Examples - structure and layout, use of Plain English
- What happens next: Applications and Assessment tasks

NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Results
- Relationships

RELATED WORKSHOPS ALSO AVAILABLE:

- Writing Job Applications
- Understanding the NSW Capability Framework
- Interview Skills
- Individual coaching in preparing applications and for interview

// Understanding how to structure and tailor my resume and cover letter professionally has helped me to highlight my relevant skills, experience and achievements. //