

Q&A / COMMENTS

Resume, Cover Letter and Key Selection Criteria Webinar 2 – March 2021

i *Is there a best format for a resume? Should it be in pdf, or should they be more creative?*

- It depends on the industry that you are applying for. Have a look at several online templates that relate to your industry, or ask others in your industry, or get professional advice.
- Some businesses may be very results focused and therefore you need to include numbers or numerical achievements.
- If you are applying for a creative industry you may send through a digital portfolio instead of a written resume
- It's difficult to answer for all industries, as they are all quite different. Speaking to a career advisor about your specific needs or going into our local library and using their online resources will help you determine the best approach to your individual circumstances.

i *How far back should you list your job experience? You mentioned no more than the last 10 years?*

- Including the last ten years should cover the main part of your experience. If you have some very relevant experience before that you could add it in, however, the most recent will be more relevant.
- It also depends on the job you are applying for. I would focus on the skills I relate to that role.
- You can also add in volunteering experience if it's relevant to the job you are applying for.

i *There are thousands of people applying online. Is it realistic that recruiters will search to find you?*

- Yes, employers and recruiters do search for skills and experience. We have been working with employers who have been searching for a specific role for perhaps six months. Traditional advertising of the role has not found them the person they are looking for so they will go on an active search for a skill set. If you are a close fit, they will train these you to do the work they need in those roles.
- A specific example: A Labour hire company was searching for diesel fitters, and there were over 400 advertised roles on seek.com for diesel fitters. The employer was wondering how to make their role stand out from the others. So, they decided to search through the uWorkin online profiles for specific skills and planned to train the person on any gaps or skills they required.

i *With the airCV which you can create on the uWorkin website, can I send it to an employer as an attachment to an email?*

- When you create your airCV it will have a unique link and QR code at the top. There are several ways you can send this airCV to an employer with a job application. Firstly, you can send that link to your employer in the email. Alternatively, you can print the CV, or save it as a pdf, then attach it to an email.

i *How do I search by location in uWorkin?*

- You can search for jobs by location by suburb and post code and then proximity to that location by setting the number of kilometres around that suburb.
- There are several location-based Talent Communities on the uWorkin site, and you can search within those, or you can search by industry-based Talent Communities and set your location and kms and that will search within that industry community. I suggest you search which Talent Communities you are interested in and join them.

i *How do you promote your skills on uWorkin and in an airCV?*

- You can manipulate the way your skills are presented by increasing the time – number of years - you have had in your top skills and that skill will then be sorted higher up the list and be more prominent in your CV.

i *Do recruiters have time to look at a cover letter?*

- It does come down to the individual recruiter and we cannot control what they do or don't do. However, it's up to you to provide as much information as possible.
- I've seen recruiters offer people interviews based purely on the cover letter.
- A well written cover letter really does complement the skills and abilities you list in your resume.

i *How do you set up an online profile if you want to change industries and be found by employers from different industries?*

- In the profile you can add as much information as you want, so you can list skills across industries. Employers can search and filter by specific skills
- You can also create profiles across multiple industries
- Don't forget your transferable skills, so include those in your online profile.