****

What Do Employers Look For in Student Resumes

**Dear Student,**

Your resume is one of the most important documents you’ll ever write. You’ve got to make it ROCK!

This is the time of year many students are focusing on getting a job. Some of you are leaving school; some of you are looking for casual work; some permanent work.

But you all face the same difficultly “how to get a job when you have no previous work experience”. Contrary to popular belief there are many employers who will give you a job provided you present yourselves in the right way. But what is the right way?

**First up you need a resume and a cover letter.**

Everyone tells you this because it’s true! Only kids who work for their parents or family don’t need one. The reason they don’t need a resume is that people hiring them already KNOW who they are.

Strangers haven’t a clue who you are and have never heard of you. That’s why you need a cover letter as well as a resume. It’s how you introduce yourself, it tells an employer who you are, what you’re good at; what you’ve done at school and what you’re capable of doing for the employer. Maybe the cover letter is better referred to as a Letter of Introduction.

Imagine writing an advertisement about yourself. Wouldn’t you want it to be exciting, fun and interesting so it catches the reader’s attention? Your cover letter must tell the employer why you are the person they should hire.

**If you send a resume without a cover letter you won’t get noticed.**

I know that many people say a cover letter isn’t necessary but that’s because they are talking about job seekers whose resumes are packed full of information and work experience. Based on this an employer can make a decision.

But as a student you don’t have years of work experiences so you need to tell an employer of your POTENTIAL. Employers will give you a chance if they know what you’re capable of. You don’t have to have done it; you just need to show you have the potential to do it.

**Applying for a job is all about being noticed**

To land an interview and get a job you must include these qualities in your cover letter.

1. **Reliability** – you’ll turn up for work every day and on time
2. **Hard Work** – you’ll put the effort in and won’t waste time
3. **Politeness** – you’ll be polite to staff and customers
4. **Innovative** – if something needs doing you’ll get on and do it
5. **Willing to learn** – so you’ll be better at your job
6. **Commitment** – promise the employer that you won’t let them down

**Add content from your career match report**

From your Career Match report use the content marked by the resume icon in your cover letter to describe the things you’re good at and what you will bring to the job. Select what matches you the most from these report headings

* **My work related strengths**
* **What I bring to the job**
* **What I’m good at**
* **How I can make a difference**

**Include referrals**

Referral letters (or Letters of Recommendation) make a big difference to whether you get a job or at the very least, a job interview. Choose people who know you well. Consider asking a teacher, community leader, sporting coach, someone you’ve worked for, a business or family friend.

Include 2-3 referees with your resume. Put their names, phone numbers and email addresses at the end of your resume or on a separate page. Also get your referrals in writing and keep them on file. Attach them with your resume and cover letter when you apply for a job or at the job interview.

**Get noticed**

* If everyone just sends in their resume and you include a cover letter, you’ll be noticed
* If everyone writes “referees available on request” and you provide references of what people say about you, you’ll be noticed
* If you include your career match report comments to validate the things you’re good at, you’ll be noticed

Good luck with your job search and get noticed!

Nathan Chanesman

CEO

MyCareerMatch