



# RESUME Preparation

Having the right resume can make or break your employment opportunities. Create a resume that will showcase your skills, experience and accomplishments to a prospective employer. Cover letters and addressing key selection criteria are just as important as a resume in a written job application. Learn how to write an effective cover letter.

## What to bring:

- Previous/old copies of Resumes
- Certificates/qualifications
- Record of any employment – business names/details, years worked etc.
- Education information/certificates – schools attended
- Information, if involved in any clubs/associations/volunteer groups
- Details of at least 2 referees – name, contact details, place of employment **OR** if personal NO relatives



Call the office on 5367 1061 for a one-on-one appointment

Fee: \$50



**Bacchus Marsh Community College Inc. 229 Main Street, Bacchus Marsh 3340**

Phone: 5367 1061 | Fax: 5367 6452 | P O Box 309 Bacchus Marsh Vic 3340 | Email [info@thelaurels.org.au](mailto:info@thelaurels.org.au)  
Website: [www.thelaurels.org.au](http://www.thelaurels.org.au)