

JOB APPLICATION TOOLKIT

How to use Guide

Job Application Toolkit

Job Application Toolkit Instructions

Think Bespoke's Job Application Tool Kit is designed to make it easier for you to update your resume and cover letter and improve your success rate when applying for jobs.

The Job Application Tool Kit includes 4 key resources:

1. How To Use Guide
2. Master Resume Builder (in Word)
3. Master Resume Sample
4. Cover Letter Template

The Master Resume Builder is my pre-written template that shows you what to write and how to format your resume.

The text in red is for you to insert the relevant information and the text in green explains what to write.

I highly recommend you meet most (if not ALL) of the key selection criteria of the jobs you are applying for (e.g. you have the majority / all of the skills, experience and qualifications required for the advertised role).

Please check back in and let me know how you go.



Enjoy the journey

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How to Improve Your Job Application Success Rate

Increase your chances of being invited to the job interview by only applying for roles you meet most (if not ALL) of the key selection criteria for (e.g. you have the majority / all of the skills, experience and qualifications required for the advertised role).

I have written 100s of resumes for people in many industries across Australia. The role of the resume is to get you on the shortlist and be invited to interview.

You want to make the process of selecting you for a phone or job interview easy for the Recruiter or Hiring Manager.

In some cases, software will be used to scan your resume, so make sure you adapt your resume for every role you apply for and use the wording used in the job advertisements.

Less is more with resumes, so you do not want fancy formatting to distract the reader.

Common Questions

Why can't I just use my Master Resume for every job I apply for?

The key to success with applying for a role is to tailor your resume so that you match the role requirements as closely as possible.

Provided you have the majority (if not ALL) of the skills and experience the job advertisement is asking for, you then simply need to adapt the key terms and wording in your resume to match the key terms and wording in the job advertisement.

For each role, you need to focus on the language used in the job description and the specific skills, experience and qualifications required to be considered for the role.

How do I use this Toolkit?

Please follow these 3 simple steps:

Step 1: Read the Master Resume Sample first, so you understand what the final result should look like.

Step 2: Review the Master Resume Builder and note that text in red refers to information you are required to insert about yourself. The text in green provides explanatory comments and should be deleted once the resume is updated.

Step 3: Use the Cover Letter Template to respond to the Key Selection Criteria in the job advertisement. Please make sure your final version changes all of your red text to black text!

Master Resume Sample & Cover Letter Template

The Master Resume Sample provides an example of a resume I wrote for one of my clients, using the Master Resume Builder. The Cover Letter Template shows you how to lay out your cover letter.

These tools are based on the tried and trusted layout and format I have used with many clients. The Master Resume Sample shows you what a final version can look like.

Common questions I am asked about my resume format include:

Can I use colours to highlight key information?

This is up to you and depends on the role. I do believe less is more when it comes to resumes, and you may choose a colour that the Recruiter or Hiring Manager does not like.

Should I include my home address in my resume?

No. This information is not necessary because you do not want to give the Hiring Manager or Recruiter any reason to decide not to hire you (e.g. distance from office, a suburb they have a preconceived idea / view of).

More questions?

Please join my Career Grow group at

<https://www.facebook.com/groups/careergrow/>

Ongoing Career Support

Congratulations for using my Job Application Tool Kit to maximise your success with the job application process.

What Now?

The job market is very competitive. Have you also updated your LinkedIn Profile? Do you need help preparing for the job interview?

I can help. Please contact me at karen@thinkbespoke.com.au if you would like more details about these services.

Career Grow group

Career Grow is a supportive online community to help you learn and professionally grow. This forum is provided by Karen Hollenbach and Marina Pitisano who've mentored, coached and trained hundreds of professionals in Melbourne and across Australia.

Our aim is to provide you with helpful resources and thought starters to assist your professional development, including areas such as:

- developing your leadership skills
- learning how to have difficult conversations with staff and managers
- understanding the role of mindset in achieving professional success

This is a comfortable and safe place to access useful resources, learn, reflect, ask questions, seek professional development guidance and understand how to achieve greater job satisfaction.

If you are not already part of this group, please request to join at <https://www.facebook.com/groups/careergrow/> where you will receive ongoing support and find out more about our monthly webinars.

Think Bespoke's Community



I'd also love you to follow Think Bespoke on your favourite social media channels.

Facebook	@thinkbespoke
Instagram	@thinkbespoke
Twitter	@thinkbespoke
Pinterest	Think Bespoke
LinkedIn	www.linkedin.com/company/5362196/