



School of Engineering

EXAMPLE OF A SUCCESSFUL COVER LETTER AND RESUME

The following cover letter and accompanying resume took this student from application to interview. He has highlighted his employment responsibilities and extra-curricular activities clearly and concisely, and shows his potential employer that he has a lot to offer. After attending a mock interview with Julian Harris, Career Development Consultant Science and Engineering, he was successful at the final interview stage and was offered the graduate position.

Note: This student has granted permission for us to showcase his cover letter and resume, with some identifying details changed to ensure the student's privacy.

FURTHER ASSISTANCE

The Curtin Careers & Employment Centre can assist you with preparing for the various stages of the job application process. We offer a range of support, with some of your options listed below:

- Utilise the information available online through our [website](#)
- Complete the relevant module online through [Curtin Challenge](#), or in person at a [Professional Development Workshop](#), either as a stand alone experience or as part of the [Curtin Employability Award](#)
- Check out the '[Resumes and Job Applications](#)' and '[Interviews and Testing](#)' resources on CareerHub
- Upload your job application documents via the [Resume/Cover Letter/Selection Criteria Check](#) on CareerHub. One of the Careers Team will review it for you and provide feedback via email
- Call in and see one of our Careers Officers, no appointment needed. This 'Drop In' service is available at the Careers & Employment Centre (Building 303 Level 2) 8:45am - 5:00pm Monday to Friday.
- Not on campus? Simply contact the Careers & Employment Centre on 08 9266 9912, or send us an [email](#) with your name, student number and question.

John Student
123 Fake Street
Suburb WA 6076

15 March 2014

Jenny Recruiter
Recruitment Manager
Standard Company 1100
Made-up Lane
Perth WA 6005

Dear Ms. Recruiter

RE: Graduate Position

I am writing to apply for the graduate position that I had the opportunity to discuss with you at the Australian Oil and Gas Expo in February and again with James X at the Curtin Careers fair. I believe my keen interest in the Oil and Gas industry, specifically the growing industry of subsea, is well aligned with your area of expertise. I find the technical challenges that you face in deep sea engineering particularly exciting and would enthusiastically embrace the opportunity to further innovations in subsea development. I am currently in my final year of Mechanical Engineering at Curtin University and have elected to undertake a final year project 'analysing deep sea pipes under dynamic conditions' to further deepen my knowledge and passion for subsea engineering. My experience from Generic Engineering Consultants has also provided me with valuable experience in interacting with global operators, this included working onsite at Woodside operated LNG plant in Karratha.

I am a natural leader and thrive in a team environment and my inherent competitiveness fuels my consistent aim for success. Subsea Engineering is the future for the oil and gas industry and will provide many technical and operational challenges that I believe will suit my nature. Your company is unrivalled in the offshore and subsea construction industries and this experience will be invaluable for me to progress my aspirations and feed my passion for subsea engineering. Generic Company, through its well-structured graduate program, will provide an opportunity for me to use my theoretical knowledge and apply it in a practical sense. Through this experience I aim to become a senior member of your operating staff, whether this be operating in a management capacity or becoming an expert in my discipline. I look forward to further developing my skills by building and integrating into cohesive teams and exploring the practical aspects of subsea engineering.

In regards to leisure interests highlighting my interpersonal and teamwork skills, last summer I reached the pinnacle of my sporting career to date when I was selected to play cricket at a week-long championship tournament against some of the best players in Australia. This granted me the opportunity to be involved with an elite team of players in which each of us were driven towards a common purpose – winning the tournament. This dedication towards a single goal meant that I felt personally responsible for the team's performance in every game, driving me and all the other players to perform way beyond expectations. I got to experience a strong and extremely successful leadership style that drove the focus to be about the team as a whole and not the merits of each individual player. Many of the competing teams had played together for years and yet we managed to put together a competitive, cohesive team in only a few months. The team worked so well that we remained undefeated for five out of six games. Being selected into this squad was the greatest sporting achievement I have had, and the experience has been invaluable in developing my skills as a team player and as a leader.

Please find attached my curriculum vitae. Thank you for your consideration, I look forward to an interview to further discuss my suitability for this position.

Yours sincerely

John Student

John Student

123 Fake Street, Suburb, WA 6076

Mobile: 0409 012 345 Phone: (08) 9266 7802 Email: j.student@gmail.com

EDUCATION AND TRAINING

Curtin University **Feb 2009 - Present**

Bachelor of Mechanical Engineering Date of completion: Dec 2014

Mine Flights, Jandicot WA **Mar 2002 - Mar 2005**

Aircraft Maintenance Engineer Trade Apprenticeship

ENGINEERING WORK EXPERIENCE

NeverFail, Jandikot WA **Nov 2013 - Feb 2014**

Engineering Intern, Turbo-machinery Department

- Analysed gas turbine electronic control system, logic functions and developed a narrative description for gas turbine regulators at Gladstone, QC, and AP LNG sites. Commissioning approval granted and document will be used for future commissioning approval.
- Developed a technical report and risk assessment for regulators by collaborating with hose manufactures of fuel gas hoses installed on gas turbines to verify fuel hoses were fit for use.
- Contributed technical information in meeting with clients, quality and compliance engineers regarding commissioning of Curtis island LNG liquefaction facilities.
- Assisted FSE to carry out preservation maintenance on LM6000 gas turbines in storage for Wheatstone project.
- Supervised a team of contractors whilst carrying out inventory checks and component preservation tasks, providing daily reports to Wheatstone project clients and quality team to resolve material discrepancies.

Leak Sense, Hazelmere WA **Nov 2010 - Apr 2011**

Mechanical Engineering Vacation Student

- Fly in/ fly out, on site rotation assisting fitters to carry out maintenance/servicing of drill rigs, loaders and trucks at Marvel Loch and Flying Fox underground mines.
- Collaborated with operators underground to test vehicle emissions by organising a test schedule, daily setup of equipment on vehicles and operating test equipment. Data used to evaluate health implications for underground workers.
- Offered an ongoing role within the Perth workshop post vacation program to carry out equipment overhaul maintenance.

Mine Flights, Jandicot WA **Feb 2002 - Aug 2007**

Aircraft Maintenance Engineer - engine/airframe

- Performed reactive and planned maintenance on fleet of Pilatus PC9 aircrafts turbine engine, hydraulic and flight control systems.
- Qualified as an aircraft ground operator conducting engine operational testing for fault finding and post maintenance testing.
- Organised planned and reactive maintenance activities which involved acquiring required trade coverage, specialised tools, sourcing replacement parts, and supervision of a team of trade personal carrying out maintenance.
- Experienced in fault diagnosis and performing emergency maintenance in remote locations.

LEADERSHIP AND COMMUNITY INVOLVEMENT

Charity Engineers **2013 - Present**

Treasurer (2014)

- Managing club bank account, budgeting and organising funds for activities.

Fundraising coordinator (2013)

- Organising fundraising events and applying for donations/grants to community fundraising organisations, raising \$1500 to go towards club activities.

John Curtin Leadership Academy (JCLA)

Jan 2012 - Nov 2012

Resource manager- ATEAM

- Acquiring grants, resources and donations from local businesses to run fundraising events ingenuity.
- Management of funds by budgeting or optimising the use of resources, grants and donated services.
- Developing interpersonal skills by attending extra circular modules and leadership camps.

CURRENT EMPLOYMENT

All You Need, Canning Vale WA

Dec 2012 - Current

Customer service assistant

- Currently in training to become store duty manager and safety representative.
- Customer service, developing product promotion activities, and stock replenishment.
- Organising social club events

SKILLS AND ABILITIES

Team Work

Excel at uniting diverse teams by adopting a coaching style of management, demonstrated within my role supporting four team members with the Leadership Academies, ATEAM to raise \$10,000 within a year by organising multiple fundraisers.

Problem Solving

Developed solutions for reactive maintenance issues raised by clients whilst minimising downtime by using theoretical and hands on experience, which resulted in a role as an aircraft ground operator responsible for fault diagnosis of the turbine engine system.

Communication skills

Proficient at conveying technical information to a wide audience through written and verbal communications, as demonstrated by the technical reports written for ...used to acquire commissioning approval.

Leadership Skills

Developed leadership skills through experience in organising and motivating teams within professional and social environments. Promoted to managerial roles due to ingenuity by previous employers.

ACADEMIC ACHIEVEMENTS

- Engineers Without Borders 2009 National Runner Up Team. Team leader role overseeing design development, delegation of tasks, and organising meetings.
- Letters of Commendation from the Curtin Mechanical Engineers Board of Examiners.

INTERESTS

Travelling

Experiencing different cultures by learning about their history, traditions and lifestyles as well as encountering the beauty of remote locations is what motivates me to travel. Exploring Cambodia last year on my own I discovered the rich history, scenery and the amazing Khmer culture. I plan to return to Cambodia as a volunteer at a trade skill development centre as well as extending my travel within South East Asia to Vietnam, Laos, and Northern Thailand at the end of 2014.

Countries travelled: Germany, Italy, Switzerland, Greece, France, United Kingdom, Cambodia, and Thailand.

REFEREES

Will Doh

Supervisor – NeverFail
0402 123 456

Sarah May

Manager – All You Need
0403 654 321