

# Vocational Pathways Program



## Resume and Cover Letter Writing

Make your application stand out with Carers SA's **FREE** resume and cover letter writing course, designed specifically for Carers.

Carers SA knows that a strong résumé and cover letter can set the stage for job success. This course has been designed to give Carers the practical tools and knowledge needed to stand out in today's job market.

This course is offered face-to face, delivered exclusively to you at **no cost**.

### Course outcomes

You will learn how to:

- Recognise your unique skills and experience.
- Confidently address employment gaps by showcasing the valuable and transferable skills gained through the caring role.
- Identify what the employer is looking for in a resume.
- Format and write an effective resume.
- Structure and write a cover letter that meets job criteria and communicates your value.
- Tailor your resume and cover letter to specific positions.

Whether you are writing a resume and cover letter for the first time or updating it as the next step in your career path, this course will give you essential skills to effectively market yourself to employers.


### Course delivery

You will be guided by a dedicated Vocational Pathways Coach who will work alongside you to build skills and confidence through:

- Tailored support in developing a professional résumé and cover letter;
- Practical coaching to strengthen interview skills.

### Connect with us today

 1800 422 737  [info@carerssa.com.au](mailto:info@carerssa.com.au)

 [www.carerssa.com.au](http://www.carerssa.com.au)

 **Carer  
Gateway**  
An Australian Government Initiative

 **Carers SA**  
Australia

# Are you a Carer?



A Carer is someone who helps a family member or friend with:



emotional support



grocery shopping



preparing meals



medical appointments



administering medicine



personal care



paying bills



help to communicate

## Is this you?

Free support is just a phone call away. Contact Carers SA via Carer Gateway on 1800 422 737 or visit [carerssa.com.au](http://carerssa.com.au)



## Are you a Carer and do you know what support is available to you?

**If you provide personal care, support and/or assistance to family or friends who live with:**

- Disability
- Mental illness
- Dementia
- Chronic health conditions
- Terminal illness
- Alcohol/drug related issues; or
- Frailty due to age

**Then you are a Carer and can access supports and services that Carers SA offer.**

People become Carers in different ways. Sometimes Carers start helping someone out bit by bit or it

happens suddenly because of an accident or illness. Carers can be any age and any status - parents, grandparents, partners, siblings, children, friends and neighbours may all take on a caring role at some point in their life.

Carers SA is the peak advocacy body for Carers in South Australia. Carers SA has over 30 years of experience providing Carers with a range of services to support them in their caring role.



**Free support is just a phone call away.**

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