

Kevin Rudd

1240 Glenhuntly Road

Carnegie VIC 3163

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Monday, September 29, 2008

Dear Mr Keeley,

I wish to apply for the position of CEO of MACRO Recruitment (Ref #: 8789a) as advertised on the MACRO Recruitment website on the 29th September 2008.

I have **16 years previous experience in recruitment** and have worked for the last **two years as CEO for ACME Recruitment**. In that time my business division exceeded targets by 20% and increased revenue by 212%.

Other points to note are:

- ☐ I have used MYOB v2 to create P&L statements
- ☐ I have successfully managed teams of up to 16 staff
- ☐ I have successfully tendered and won over \$12 million of business for my current employer in the last 12 months

I am interested in your role because I see your company as a progressive innovative recruitment company and wish to be involved in a dynamic team that wants to be the best that they can be.

I look forward to speaking with you soon.

Yours faithfully

Kevin Rudd

Resume for [Full name]

Contact details

Contact telephone number: [(area code) number]
Mobile telephone number: [full number]
Email address: [full address, case sensitive]
Postal address: [Street number, City STATE Postcode]

Executive Summary

[A Summary of how your skills match the role you are applying for and your relevant achievements.]

Relevant skills

[List the most important skills that you have gained from your paid or volunteer work, or education that may be needed in your new job. e.g. customer service, Microsoft word, Unix, along with your years commercial experience with these skills and a self rating]

Skill	Proficiency	Commercial Experience
HTML	Expert	6 years
MYOB	Beginner	4 months
Unix	Intermediate	2 years

Special achievements

[Give the title and date for any work or skills related awards you may have achieved]

Employment history

[You might list all the jobs or voluntary work you have done. Or you might just put down the jobs that will be most relevant to the places you are applying for. List each job by the year you started and the year you ended work there. Start with the most recent job you have held]

[Start month year- End month year]

[Name of Employer]

[Indicate if it was work experience, contract or permanent]

[What were your responsibilities and achievements here?]

[list the key skills you used]

[Start month year- End month year]

[Name of Employer]

[Indicate if it was work experience, contract or permanent]

[What were your responsibilities and achievements here?]

[list the key skills you used]

[Start month year- End month year]

[Name of Employer]

[Indicate if it was work experience, contract or permanent]

[What were your responsibilities and achievements here?]

[list the key skills you used]

Education

[Start a list of the highest and most recent qualifications you have and end with the last year of high school that you completed if that was within the last 5 years. If you graduated from high school, write down the last two years of your high school certificate]

[Year gained degree]

[Name of course or degree]

[Name of TAFE or University]

[Year gained degree]

[Name of course or degree]

[Name of TAFE or University]

[First year-last year]

[Full name of secondary school]

[State]

[Name of Certificate]

Short courses

[Name of educational institution]

[Title of the course, and the date you were awarded it]

Hobbies and interests

[Pick activities that might bring skills to your new job. For example, mentioning any sporting clubs you belong to might show that you have team skills. Just provide the name of the club or the name of the hobbies that are relevant]

Referees

[Try to supply contact details for three people that you have recently reported to either in a paid or volunteer work or teachers you have studied with at school, TAFE or university in the last 5 years]

Full name
Position title, Business or educational institution
(area code) phone number
mobile phone number

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