SIT223
Credit Task:
Cover letter

Stepping-Stones Assessment Framework:
Task: Application (Framework) - Developed (Competency Level)

Creating a Cover Letter or Email for Professional Communication

This is an individual Credit task for the **SIT223 undergrad students only**.

Overview

This task focuses on creating a cover letter or professional communication. The objective of this task is to prepare application components to help you start your career journey NOW. Communication is a transferable skill that is highly valued by employers. Being able to communicate professionally is key to securing premium opportunities that will help to build your Stepping Stones plan eventually leading to your ideal graduate job.

Task requirements

Prepare an application for a job through a Cover Letter/Email for Professional Communication.

Task Instructions
Instructions to complete task on *Application for a Cover Letter/Email*

You are required to prepare a cover letter/email for your ideal graduate role.

Preparing a cover letter and/or email for professional communication
Recall your job PD from your previous task. Remember to try to persuade the reader that your experience, skills and qualities make you the best person for the position. Remember to stay to the point and be concise in your cover letter/email, it should be around 1 page in length. What goes in a cover letter/email:
- 1 page in length and includes:
- Who you are, your degree, and why you are writing to them
- Why you are interested in this particular organisation and their work, demonstrate you have researched the organisation, convey enthusiasm for the industry
- Address the key selection criteria of the job advertise (use outcomes from step 2)
- Explain what skills you hope to gain and why they would be of value to you
- Thank them for their time reiterate contact details.
- Sign-off with: Yours Sincerely, Your First Name and Last Name

Submission Instructions
You are required to submit one document file as part of this task, which contains two components.
1. Submit the position description you are applying for.
2. Your cover letter/email.

Resources:

Occupational awareness and job search resources

- unihub.deakin.edu.au/students/jobs
- NRM Jobs
- ethicaljobs.com.au
- seek.com.au
- au.gradconnection.com
- careers.vic.gov.au

Career resources in the DeakinTALENT site to assist you with your report-
https://blogs.deakin.edu.au/deakintalent-resources/