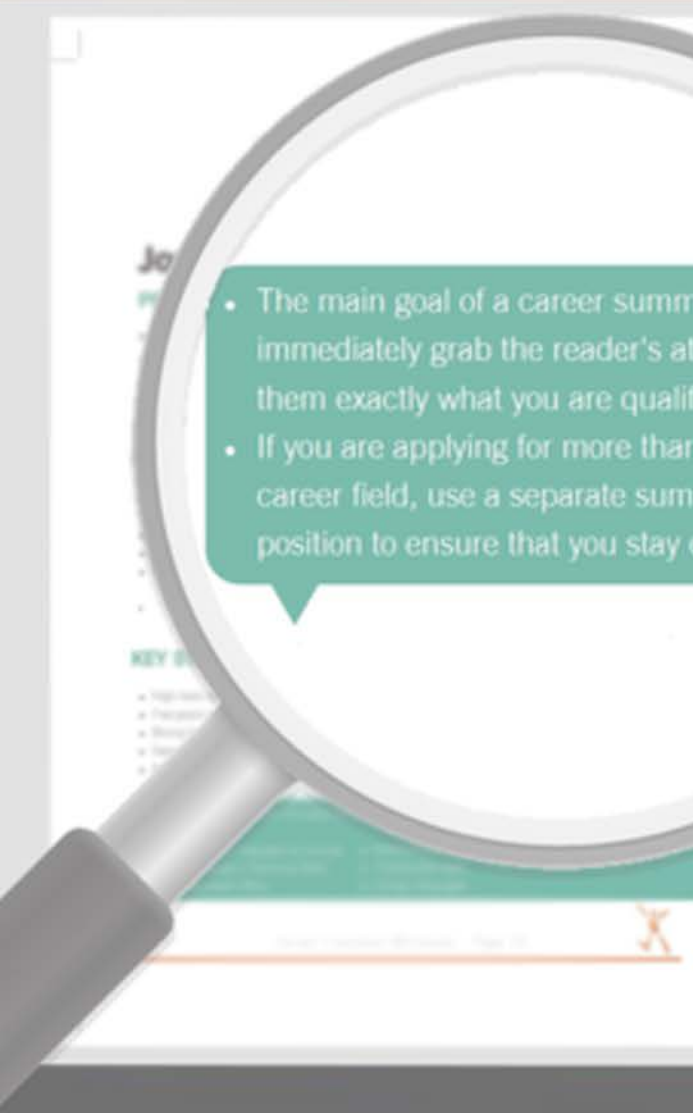


- 
- The main goal of a career summary is to immediately grab the reader's attention and tell them exactly what you are qualified to do.
 - If you are applying for more than one position or career field, use a separate summary for each position to ensure that you stay on topic.

Guide to crafting a CV and Cover Letter

Build a career, leave a legacy

You have the ability to make an impact and leave a professional legacy!

Think of your future workplace; how do you want people to talk about you after you're gone?

A professional legacy is not defined at the end of the road but rather by the contributions, innovations and decisions made in the workplace by you and at different points in your career.

It is the small things you do now that can lead to real impact - this is your professional legacy.

The good news is there are some principles that can guide you through your career and help you to leave a lasting impact.

We suggest you start with understanding your WHY; what truly motivates you? Knowing this helps you connect with your career purpose.

Consider your personal branding and about how you are perceived, viewed, thought and spoken about. How do you want others to see and talk about you professionally?

Ensure you have a growth mindset which will help you to see changes as opportunities or growth even when it's stressful or challenging.

Finally, legacy builders are mindful of the opportunity and the responsibility to serve the advancement of others, through networking and mentoring.

To succeed and create an extraordinary career, you must make decisions and take certain steps to continually develop and learn new skills. At Peopleconnexion we are more than your specialist recruitment partner. We want to support you and help you make the right career moves to build your legacy.

Over the last 15 years the Peopleconnexion Team have built a business that now operates throughout the APAC region with offices in Brisbane, Gold Coast, and Port Moresby in PNG. We have a track record of positively impacting the business we work with and have touched the careers of over 5,000 candidates in this time.

From all of us here at Peopleconnexion Recruitment, good luck for the adventure ahead!

If you have any questions, don't hesitate to reach out to us via your consultant or at: admin@peopleconnexion.com

Contents of this guide:

- Basic elements of a CV
- Action words to include in your CV
- How to identify and summarise your strengths
- How to craft an impressive cover letter
- A template to use when creating your resume

Guide to formatting your Curriculum Vitae

A CV is a brief, informative summary of your abilities, education, and experience. It's important you craft a CV that is clear, concise, and demonstrates how you meet your prospective employer's needs because the CV will land you a job interview if it accurately outlines your fit for the role. You could also think about whether you can enhance your CV digitally, such as using video CV's and online portfolios, which are excellent options for jobs creative industries.

It's important to recognise that best practices for CV preparation can vary from industry to industry and role to role. Your recruiter can help you with any nuances existing within your space.

Format

Ignore the rule you may have heard that CV's need to fit on one page, if yours is longer than that, don't try to make it fit. Use no more than 2 fonts and utilise bullet points to highlight quantifiable achievements and accomplishments.

Layout

Organise your CV with clear headings to highlight your background. If you have any gaps in your CV (like time off between studies), briefly explain them and highlight any skills you developed during that time.

Content

Focus on specific examples and achievements. Use numbers or data whenever you can to show your impact. Use strong action verbs and highlight your transferable skills (skills that can be used in different jobs, like teamwork or problem-solving). Avoid repeating information in different sections.



Did/ Took Care of

Set up/Started up

Put together

Wrote

Kept Track

Kept up

Led

Made

Made ready

Made better



Resume Action Words

Performed, Achieved, Handled, Completed, Managed, Accomplished, Processed, Administered

Arranged, Initiated, Launched, Organised, Implemented, Invented, Established, Introduced, Spearheaded, Founded

Compiled, Accumulated, Coordinated, Collected, Constructed

Composed, Formulated, Drafted

Recorded, Monitored, Documented

Maintained, Managed, Balanced, Sustained

Directed, Headed, Guided, Conducted

Created, Produced, Devised, Designed, Established

Prepared, Planned, Arranged

Improved, Overhauled, Strengthened, Streamlined, Restructured, Upgraded, Revamped, Revitalised, Reorganised, Remodeled, Transformed

Overview of the key parts of a resume



DO

- ensure your email address is professional. (e.g., firstname.lastname@email.com)
- be consistent: Information should be the same on all platforms
- Describe specific results using numbers and/or percentages, wherever possible.



DON'T

- don't include a photo
- mix up dates: make sure that the dates, degree title and school information is 100% accurate
- use words like 'I', 'me' or 'my'. Use action verbs instead (e.g., instead of "I managed," use "Managed").



DETAILS TO INCLUDE IN YOUR CAREER SUMMARY:

- Years of relevant experience (from internships, volunteer work, academic projects)
- Relevant educational degrees, special training, or certifications
- Specific accomplishments and/or recognition (e.g., academic awards, successful projects).
- Skills and experience that set you apart from the competition



SKILLS YOU MAY WANT TO INCLUDE:

- Computer/Technical Skills (e.g. specific software, coding languages).
- Microsoft Office (Word, Excel, PowerPoint).
- Foreign languages.
- Project management (even from school projects or group work).
- Special Equipment/Machines (if applicable to your field).
- Transferable skills (communication, teamwork, problem-solving, adaptability, critical thinking, research).

Career History:

This is a major part of your CV. For graduates, this can include internships, part-time jobs, volunteer work, major academic projects, or leadership roles in clubs/societies. Emphasize your accomplishments and skills from these experiences. Show how your work relates to the job you want.



For each relevant:

- Start each bullet point with a strong action word.
- State your major accomplishments and results.
- List the most important achievements first.
- Exclude information that is not relevant to the job you want.
- Use bold font for job titles, company/organisation names, or project titles.
- Use keywords from the job description to show you understand what the employer is looking for.

TIPS:

- Use numbers, percentages, and even estimated impact whenever possible (e.g., "Assisted in organising events for 50+ students," "Contributed to a group project that earned an A grade")
- Use words like 'first', 'only', 'best', 'most', 'highest'
- Keep your content highly relevant to the position you're applying for
- Your key responsibilities must reflect what you accomplished and the skills you used, not be just a list of duties
- If you have significant academic projects, capstone projects, or personal projects, you can include a section called "Key Projects."
- Provide a summary of the project, including its name, your role, the scope of work, and key outcomes.
- Include 3-5 major projects maximum.

Referees:

Choose your references wisely by selecting people that you trust, who are professional, have great communication skills, and will speak positively about your qualifications for the job. Ask for permission before listing someone as a reference, so if they are contacted, it will not be a surprise and they will be prepared to give you a meaningful recommendation.

- Supervisors from internships or part-time jobs, academic advisors, professors, or mentors who know your work ethic and skills well.



Before you move on, its time to proof read your CV, checking formatting, spelling and grammar!

Cover letter help guide

A cover letter is your personal introduction to an employer. It accompanies your CV and adds more detail about why you are the right person for the specific job. It's usually one page or a short email. A cover letter should briefly summarise why you are the right person for the job before the reader goes on to find out more about you in your CV.

- A cover letter is usually no more than a one-page letter or short email that precedes a resume, and is the first point of contact with a prospective employer.
- Resume and cover letter should contain different but consistent information. Understand the general format of a cover letter, but don't use a template or generic cover letter content when applying for a job, tailor it to each role and organisation to stand out.

Often candidates choose not to submit a cover letter when applications do not specifically require one, or make the risky decision of submitting a generic cover letter. Always submit a customised letter that you tailored for the specific opportunity you are applying to.



First Paragraph

This section should state your motivation—WHY you are applying for this role, and WHY you are interested in this employer.

- Start with a brief introduction about yourself.
- Talk about what specifically drove you to apply for this role.
- Mention what skills or strengths you bring to the position.

Middle section (1-3 paragraphs)

This section should state WHAT relevant experience you bring to the employer employer.

- Expand on the qualifications you listed in your CV, for example talk about specific experiences or knowledge to give the reader a more clear sense of you as a candidate. If you've claimed you have a particular skill, give real life examples. You do not need to address every qualification you have for the position; focus on the most relevant. (e.g., "In my university project, I utilized strong communication skills to coordinate a team of five...").

Final Paragraph

The section offers NEXT STEPS, whether that be an interview or an opportunity to further discuss your qualifications.

- Example of a next steps phrase: "I am eager to learn more about this opportunity and discuss how my skills and enthusiasm can benefit your team. Thank you for your consideration."



JOHN P. TAU

+675 7876 5432 | john.tau@gmail.com | Port Moresby, NCD, Papua New Guinea

CAREER OBJECTIVE

Highly motivated and results-oriented **Bachelor of Business (Management)** graduate seeking an entry-level **Management Trainee** position at [Company Name, e.g., PNG Telikom Ltd.] to apply strong leadership and organisational skills in a dynamic business environment. Eager to contribute to operational efficiency and support the growth of Papua New Guinea's telecommunications sector.

KEY STRENGTHS / SKILLS

- **Technical Skills:** Microsoft Office Suite (Word, Excel, PowerPoint), Basic Data Entry, Internet Research
 - **Transferable Skills:**
 - **Communication:** Excellent verbal and written communication, confident in presentations.
 - **Teamwork:** Proven ability to collaborate effectively in group projects and activities.
 - **Problem-Solving:** Resourceful in identifying issues and developing practical solutions.
 - **Adaptability:** Quick learner, able to adjust to new challenges and environments.
 - **Leadership:** Experience in leading student groups and organizing events.
 - **Languages:** English (Fluent), Tok Pisin (Fluent), Hiri Motu (Basic)
-

EDUCATION

Bachelor of Business (Management) University of Papua New Guinea, Port Moresby, Papua New Guinea
February 2022 – November 2025 (Expected Graduation: April 2026)

- **Relevant Coursework:** Principles of Management, Human Resource Management, Marketing Fundamentals, Business Law, Financial Accounting, Project Management.
 - **Achievements:**
 - Dean's Commendation List (2023, 2024)
 - Recipient, PNG LNG Scholarship (2022-2025)
-

RELEVANT EXPERIENCE

Project Lead, Student Green Campus Initiative University of Papua New Guinea, Port Moresby, PNG March 2024 – June 2024

- **Coordinated** a team of 8 students to plan and implement a campus-wide recycling awareness campaign.
- **Developed** communication materials and **presented** to over 200 students, resulting in a 15% increase in recycling participation within the pilot phase.
- **Managed** project timelines and resources to ensure successful completion within allocated budget.

Volunteer Coordinator, Community Literacy Program Waigani Public Library, Port Moresby, PNG July 2023 – December 2023

- **Assisted** in the organisation and delivery of weekly literacy workshops for children aged 6-10, impacting over 50 participants.
 - **Communicated** effectively with parents and library staff to ensure smooth program operations.
 - **Maintained** accurate records of attendance and learning materials.
-

KEY PROJECTS

Final Year Research Project: "Impact of Digital Transformation on Small Businesses in Port Moresby"

University of Papua New Guinea, School of Business Administration February 2025 – October 2025

- **Goal:** To analyse how adopting digital tools affects efficiency and customer engagement for SMEs in the NCD.
 - **My Role:** Led the data collection phase, conducting 20 in-depth interviews with local business owners. **Analysed** qualitative data to identify key trends and challenges.
 - **Outcome:** Contributed a significant chapter to the final research paper, which highlighted actionable recommendations for government support programs.
 - **Skills Used:** Research, Data Analysis, Interviewing, Report Writing, Critical Thinking.
-

REFEREES

Available upon request.

SALLY J. KONE

+675 7123 4567 | sally.kone.tech@gmail.com | Lae, Morobe Province, Papua New Guinea

CAREER OBJECTIVE

Highly motivated and practical **Diploma in Electrical Engineering** graduate seeking an entry-level **Electrical Technician Apprentice** position at [Company Name, e.g., PNG Power Ltd.] to apply foundational knowledge in electrical systems, circuit analysis, and maintenance. Eager to contribute to reliable power infrastructure development and gain hands-on experience in Papua New Guinea's energy sector.

KEY STRENGTHS / SKILLS

- **Technical Skills:**
 - **Electrical Systems:** Circuit analysis, wiring, fault finding, basic motor control.
 - **Tools & Equipment:** Proficient in using multimeters, oscilloscopes, hand tools, and power tools.
 - **Software:** AutoCAD (basic), Microsoft Office Suite (Word, Excel) for documentation and reporting.
 - **Safety:** Strong adherence to safety protocols in workshop and field environments.
- **Transferable Skills:**
 - **Problem-Solving:** Aptitude for diagnosing technical issues and implementing practical solutions.
 - **Teamwork:** Effectively collaborated on workshop projects and field exercises.
 - **Attention to Detail:** Meticulous in following technical specifications and procedures.
 - **Practical Application:** Ability to translate theoretical knowledge into hands-on tasks.
 - **Work Ethic:** Dedicated and reliable in completing assignments and practical tasks.
- **Languages:** English (Fluent), Tok Pisin (Fluent), local dialect (conversational).

EDUCATION

Diploma in Electrical Engineering National Polytechnic Institute of Papua New Guinea, Lae, Morobe Province, PNG February 2023 – November 2025 (Expected Graduation: November 2025)

- **Relevant Coursework:** Electrical Principles, Industrial Wiring, Power Systems, Electronic Devices, AutoCAD for Electrical Drawings, Workshop Practice.
- **Practical Projects:**
 - **Designed and Assembled** a basic lighting circuit with fault protection during workshop practicals.
 - **Assisted** in the installation and testing of a small-scale solar power system prototype.
- **Achievements:**
 - Awarded "Best Practical Student" in Year 2 (2024).
 - Consistently achieved high marks in practical assessments.

RELEVANT EXPERIENCE

Workshop Assistant (Industrial Attachment) [Company Name, e.g., Ramu Agri Industries Ltd.], Lae, Morobe Province, PNG June 2025 – August 2025 (3-month Industrial Attachment)

- **Assisted** certified technicians with routine maintenance checks on industrial machinery and electrical panels.
- **Learned** to identify common electrical faults and **supported** in minor repairs under supervision.
- **Organized** and **maintained** workshop tools and equipment, ensuring a tidy and safe working environment.
- **Observed** and **documented** daily operational procedures for electrical systems.

Student Representative, Electrical Engineering Department National Polytechnic Institute of Papua New Guinea, Lae, PNG February 2024 – November 2024

- **Liaised** between students and faculty on academic and practical training concerns, **improving** communication channels.
 - **Organized** study groups for complex technical subjects, **contributing** to improved peer learning.
-

KEY PROJECTS

Technical College Final Project: "Design and Build of a Small-Scale Power Inverter" National Polytechnic Institute of Papua New Guinea June 2025 – October 2025

- **Goal:** To independently design, assemble, and test a functional 12V DC to 240V AC power inverter.
 - **My Role:** Responsible for component selection, circuit board design, soldering, and final assembly. **Troubleshooted** and **resolved** issues during the testing phase.
 - **Outcome:** Successfully built a working prototype that powered small household appliances, demonstrating practical application of theoretical knowledge.
 - **Skills Used:** Circuit Design, Soldering, Component Selection, Testing & Diagnostics, Problem-Solving, Documentation.
-

REFEREES

Available upon request.

CV Do's & Don'ts

Do's



Tailor your CV

- Customise for each application.
- Analyse the job description.
- Highlight relevant skills and experiences.



Start with a strong professional summary or objective

- Briefly highlight career goals and qualifications.
- Capture the reader's attention.



Use a clear and professional format

- Clean, organised layout.
- Use headings, bullet points, and spacing.
- Consistent professional font and formatting.



Highlight your achievements

- Focus on accomplishments over responsibilities.
- Quantify achievements where possible.



Proofread carefully

- Ensure no spelling, grammar, or formatting mistakes.
- Consider getting a review from a friend or family.

Don't's



Exaggerate or lie

- Maintain honesty.
- Avoid damaging credibility with inconsistencies.



Overload with unnecessary information

- Be concise and relevant.
- Omit irrelevant personal details unless directly related.



Use generic language

- Avoid clichés and generic phrases.
- Use specific and action-oriented language.



Neglect the importance of formatting

- Ensure a reader-friendly layout.
- Maintain consistent formatting, spacing, and visual appeal.



Forget to customise your contact details

- Ensure accurate and updated contact information.
- Maintain a professional email address and LinkedIn profile (if applicable).



Cover Letter template/guide

SALLY J. KONE
+675 7123 4567
sally.kone.tech@email.com
Lae, Morobe Province, Papua New Guinea

July 31, 2025

Hiring Team
[Company Name, e.g., PNG Power Ltd.]
[Company Address]
[City, Province, Papua New Guinea]

Dear Hiring Team,

I am writing to express my enthusiastic interest in the **Electrical Technician Apprentice** position at [Company Name, e.g., PNG Power Ltd.], as advertised on the Peopleconnexion PNG Website *[Platform where you saw the advertisement, e.g., your company website, a local job board]*. As a soon-to-be graduate of the National Polytechnic Institute of Papua New Guinea with a Diploma in Electrical Engineering, I am eager to apply my foundational knowledge in electrical systems, circuit analysis, and maintenance to contribute to PNG's energy sector and develop a rewarding career within your dynamic environment.

During my studies at the National Polytechnic Institute of Papua New Guinea, I developed a strong understanding of electrical principles and industrial wiring through extensive practical coursework. For instance, in my final year project on "Design and Build of a Small-Scale Power Inverter," I successfully designed, assembled, and tested a functional prototype that demonstrated practical application of theoretical knowledge. This experience honed my problem-solving abilities and attention to technical detail, as I independently managed component selection, circuit board design, and effective troubleshooting. Additionally, my industrial attachment at Rabu Agri Industries Limited *[Company Name]* provided valuable hands-on experience in assisting with routine maintenance checks on industrial machinery and adhering strictly to safety protocols.

I am particularly drawn to PNG Power Limited *[Company Name]* because of your vital role in providing reliable power across Papua New Guinea *[mention something specific you admire about the company, e.g., "your commitment to training and developing skilled national technicians"]*. I am a quick learner, highly adaptable, and possess strong teamwork and communication skills, as demonstrated through my active participation in group practicals and my role as a Student Representative. I am confident that my dedication and hands-on approach would make me a valuable asset to your team as I embark on my professional journey.

Thank you for considering my application. I have attached my CV for your review and welcome the opportunity to discuss how my qualifications and enthusiasm can contribute to PNG Power's *[Company Name]*'s success. I look forward to hearing from you soon.

Sincerely,

Sally J. Kone

Build great teams that last.

Unlock success throughout your entire employee lifecycle, with PeopleConnexion's suite of talent solutions.

RECRUITMENT SERVICES

PeopleConnexion started as a recruitment company in the Engineering and Technical Industry and has grown in capacity to provide a variety of recruitment services across Australia and the Asia Pacific.

- Permanent recruitment
- Contract recruitment
- Executive search

PAYROLL MANAGEMENT

PeopleConnexion runs a Payroll Management system, which can manage your contract workforce for you, efficiently handling everything from onboarding, all insurance and OHSE through to timesheets, leave, expenses and compliance requirements.

- Contractor management
- Payroll and invoicing
- Onboarding and HSE

HR & TRAINING SOLUTIONS

Our tailored training programs are designed to accelerate leadership development, maximise team effectiveness prepare your organisation for the challenges of the future of work.

- Coaching and Mentoring
- Engagement Surveys
- Outplacement Services

Email

admin@peopleconnexion.com

Phone

+61 3333 1511 (Australia)
+ 67 5320 2185 (International)

peopleconnexion.com

Brisbane (HQ)

Level 7, 320 Adelaide Street
Brisbane, QLD 400
Australia

Gold Coast

6/75 Railway Street
Mudgeeraba, QLD 4213
Australia

Papua New Guinea

Ground Floor, United Church Building
Douglas Street, Port Moresby, NCD
Papua New Guinea