

Eastern Health

Writing Your Cover Letter



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Acknowledgement

Eastern Health acknowledges the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which its services operate, and pay respect to their Elders past, present and emerging. We also pay respect to the cultural authority of all Aboriginal and Torres Strait Islander peoples from other areas of Australia who reside in our region. Eastern Health acknowledges the colonisation of country and the continuing impact on all Aboriginal and Torres Strait Islander peoples.



Recognition statement

Eastern Health is committed to achieving equality in health status between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

Eastern Health strives to be an inclusive healthcare service.



Job Application Pack

The Job Application Pack for Aboriginal Candidates has been developed to support all Aboriginal and Torres Strait Islander peoples apply for vacancies at Eastern Health.

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding any Eastern Health position or support to complete an application, please contact the Recruitment Manager listed on the position advertisement or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

This guide supports you to write your cover letter.

Writing Your Cover Letter

Now you have developed your Resume and addressed the Key Selection Criteria, its time to write your Cover Letter.

A Cover Letter is a short letter that accompanies your Resume and Key Selection Criteria when you apply for a position.

Start your cover letter with a brief introduction that mentions the job you are applying for.

EXAMPLE

“I write to apply for the [POSITION NAME (Position Number)] advertised on Eastern Health’s Careers website”.

The language you use in a Cover Letter should be more personal. You should write in the first person.

Follow your introduction with a snapshot of the relevant skills, experience and qualifications that relate to the job.

EXAMPLE

“I believe I am strongly suited to the position of [Position Title]. I possess a strong knowledge of Aboriginal communities and culture and am committed to Closing the Gap in health outcomes between Aboriginal and Torres Strait Islander youth and non-Indigenous Australians”.

You can also provide an example of your skills or mention how you’ve used them. Refer to a particular position you have held. Remember to keep this brief, as you have provided more detail addressing the Key Selection Criteria.

Finally, note that you have addressed the Key Selection Criteria, and that a copy of your Resume is attached.

Note, Eastern Health’s application system (e-mercury) only allows for you to upload a Cover Letter and Resume. It is a good idea to address the Key Selection Criteria in the same document as your Cover Letter.

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