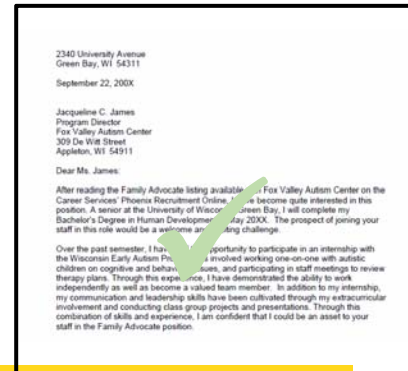


Preparing your Job Application

Tips and tricks

Overview

- ✓ Job Applications are used to demonstrate you meet the requirements of the position
- ✓ Cover letters are used to state who you are and why you are writing to the panel
- ✓ Your response to the Position Description needs to address all Key Capabilities of the role



Cover letter

- ✓ Use standard business letter layout
- ✓ Minimum font size 11pt
- ✓ State the purpose of your letter
- ✓ Identify the position you are applying for (if multiple, state order of preference)
- ✓ Provide a brief description of why you are the perfect candidate
- ✓ Use positive, active language to make a strong first impression

EXAMPLE INTRODUCTION

Dear _____,

Thank you for the opportunity to apply for the position of _____ in _____. I have extensive experience with _____, having performed a broad range of _____ positions over the last ten years. My experience spans all aspects of _____ and I have used my skills and knowledge to successfully _____.

EXAMPLE CONCLUSION

I am a dedicated professional who is _____ and I am seeking to apply my highly developed _____ in this role.

My resume is attached for your consideration and demonstrates _____.

I look forward to the opportunity to meet with you to discuss further.

Kind regards,

- ✓ Summarise your suitability for the role
- ✓ Reinforce key messages
- ✓ Don't introduce new ideas or information
- ✓ State what you would like to happen next

Address Key Capabilities

Key Position Capabilities outline the minimum requirements to effectively perform the role. You need to demonstrate to the panel you are able to meet those requirements.

Address the Key Capabilities by preparing a written response to the Position Description.

For each paragraph:

- ✓ Identify a situation or situations that best illustrate your ability to address the criterion
- ✓ Use the ★STAR★ model to shape your example

One strong example:

Open with a strong statement about your abilities

- ★ Situation – Describe a challenging situation that aligns with the Position Description
- ★ Task – Describe what tasks were required and how you identified they were necessary
- ★ Action – Describe the action you took, again aligning with the Key Capabilities
- ★ Result – Describe the outcome, any feedback

Conclude with how you will apply your skills and knowledge in the advertised position

TIP

You don't need to write a paragraph for each Key Capability. Try clustering similar capabilities into themes or domains and provide a strong example that covers that group.

Three 'weaker' examples:

Open with a strong statement about your abilities

- Use a compressed or abbreviated STAR example to highlight your skills
- Use a different type of example to highlight another aspect of your skills
- Another example could demonstrate your ability to apply your skills across a range of different circumstances

Conclude with how you will apply your skills and knowledge in the advertised position

PARAGRAPH A: ONE EXAMPLE

I possess excellent ____ skills and consistently _____. A recent demonstration of my abilities occurred when I was asked to _____. With limited direction I successfully _____. My manager _____ and my work has since _____. My skills are _____ and would effectively meet the stated needs of the advertised position.

PARAGRAPH B: THREE EXAMPLES

I possess excellent ____ skills and consistently _____. Recent examples include:

- _____
- _____
- _____

My skills are _____ and would effectively meet the stated needs of the advertised position.

MORE TIPS

- Ask others for input and feedback
- Convey enthusiasm and positivity
- Use examples that align with the Position Responsibilities
- Weave in references to University Expectations and Values

TIP

Apply the 'so what' principle to each of your paragraphs. Think about it from the panel's point of view:

- Why are you telling me this?
- What does it prove?
- So what?