Worksheet: Apply for a job

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This worksheet has been designed to help you prepare a specific job application for the role that you chose from your shortlist earlier in the course.

We will run you through checklists for your resume, your cover letter, and your selection criteria / job requirements.

Your Resume

Based on the advice in the course, **create and consistently format** the following sections of your resume, tailored for the advertised job that you have chosen:

- Personal Details
- Proposition Statement
- Qualifications/Education
- Employment/ Experience
- Skills and Attributes
- Referees

Ensure that your resume is no more than 2-3 pages long.

Resume content checklist. Tick the tasks that you have completed:

Your full name, email address and phone number are at the top of your resume	☐
Your email address appears professional, not personal	☐
You have a Proposition Statement section	☐
You have an Education or Qualifications section	☐
You have an Experience or Employment section	☐
In your Experience section you have provided a brief description of each role and used bullet points to highlight your skills and achievements as statements	☐
You have a Skills and Attributes section that lists your hard and soft skills in the same order as they are listed in the job advertisement or position description	☐
Your resume uses key words from the job advertisement	☐
You have a referees section and have permission from 1-2 of your referees to list them, either 1) Referees available upon request or 2) name, organisation and contact details	☐

Resume layout checklist. Tick the tasks that you have completed:

Education and Employment sections are arranged in reverse chronological order (newest to oldest)	☐
Date formats are consistent	☐
You have used headings and sub-headings to organise your information clearly	☐
You have highlighted your headings with **bold text** or <u>underlining</u>	☐
You used bullet points for lists	☐
You've put your resume through spellcheck and Grammarly	☐
Your resume is written in black, or with just one other colour	☐
The font (text style) is consistent and size 10-12 throughout	☐
All your text begins in a straight line on the left of the page (left justified)	☐
Your resume is no more than 1-2 pages long	☐
You have saved your resume in PDF format	☐
Someone else has proof-read your resume for errors	☐

Cover Letter

1. Based on the advice from the course and using our cover letter template, create a **brand new cover letter tailored** for your chosen job using your own language and experiences.

2. Ask a friend, family member or mentor to **proofread your resume and cover letter**, and be open to any other **feedback** they may offer about their content.

Cover letter checklist. Tick the tasks that you have completed:

Included position title and/or reference number	☐
Included value proposition in opening sentence	☐
Matched your qualifications and experience to the listed criteria	☐
Matched your skills to the listed criteria	☐
Researched the organisational culture and values of the organisation	☐
Aligned your personal attributes to the organisational culture	☐
Cover letter no more than 1 page	☐
Consistent font, text size and text colour	☐
Letter has been spell checked and run through Grammarly	☐
Feedback from friend / family member has been addressed	☐

Selection Criteria

1. Based on the advice from the course, identify the selection criteria or mandatory job requirements outlined in the job advertisement you have chosen.

2. Now **write the knowledge/skills/attributes** and **examples** you can highlight in your response to each selection criterion for your chosen job.

3. Using the STAR technique, **write your two paragraph response to each selection criterion**.

4. Take the time now to prepare responses to all criteria for your chosen job.

5. Read each of your criteria responses. Which one is your favourite? Ask a family member or friend to comment on the quality of your criteria responses.

6. Make sure you spell check and run your documents through Grammarly, to ensure they are easy to read.