



Worksheet: Apply for a job

A screenshot of the Job Readiness Training course list interface. At the top left is the logo and the text "Job READINESS TRAINING". To its right is the text "Course List". On the far right, there is a user profile icon and a notification bell. Below the header is a "Course List" section with a grid of course cards. Each card includes an illustration, a status indicator (COMPLETE or START COURSE), the number of lessons, the course title, the provider "Job Readiness", a progress bar, completion status, and last activity date. The number "99" is displayed in the bottom right corner of each card. The courses shown are: Introduction (7 Lessons, 100% Complete, Last activity on June 20, 2020), Developing Self Awareness (4 Lessons, 100% Complete, Last activity on June 16, 2020), The Hidden Job Market (0 Lessons, 0% Complete, 0/0 Steps), Finding Work (0 Lessons, 0% Complete, 0/0 Steps), Starting Work (0 Lessons), Dealing with job loss and redundancy (0 Lessons), How to pivot your business post-COVID (0 Lessons), and Wellbeing for small business owners (an... (0 Lessons).

## Worksheet: Apply for a job

**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	<input type="checkbox"/>
Your email address appears professional, not personal	<input type="checkbox"/>
You have a Proposition Statement section	<input type="checkbox"/>
You have an Education or Qualifications section	<input type="checkbox"/>
You have an Experience or Employment section	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
Your resume uses key words from the job advertisement	<input type="checkbox"/>
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	<input type="checkbox"/>

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

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

## 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	<input type="checkbox"/>
Included value proposition in opening sentence	<input type="checkbox"/>
Matched your qualifications and experience to the listed criteria	<input type="checkbox"/>
Matched your skills to the listed criteria	<input type="checkbox"/>
Researched the organisational culture and values of the organisation	<input type="checkbox"/>
Aligned your personal attributes to the organisational culture	<input type="checkbox"/>
Cover letter no more than 1 page	<input type="checkbox"/>
Consistent font, text size and text colour	<input type="checkbox"/>
Letter has been spell checked and run through Grammarly	<input type="checkbox"/>
Feedback from friend / family member has been addressed	<input type="checkbox"/>

## 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.