

APPLICATION FORM

EDUCATION DETAILS

- Put the information into a document and cut and paste from there to the application form.
- Be realistic about your final predicted grade.
- Read everything carefully.

Remember this is the first thing your prospective will see of you, make a good impression.

Getting someone else to check your application form is a great way to see the errors when you have got to the point you are reading what you think you have written, not what you have actually written.



WORK EXPERIENCE AND CAREER GOALS

- Make your work experience relevant.
- Align your career goals with the company you are applying to.
- It's ok to include hobbies and part-time jobs but pull out the relevant skills.
- Pick a suitable referee.

Think about the kind of skills you have developed during your hobbies and part-time jobs. A few ideas that may be relevant to get you started:

- People skills when I ...
- Time management because I ...
- Conflict resolution when I ...



COMPETENCY BASED QUESTIONS

- Competency based questions are asking you to draw out your skills with real examples.
- Use a wide range of different examples.
- Try to use technical examples to answer your competency based questions.

Read the question carefully and work out what skill it is asking you to talk about. You can use an example from your education, work or hobby but try to use a different example for each question.



CV

- Keep it short – 2 sides of A\$ max.
- Put your key most relevant points at the beginning.
- Only a summary of your education is required.
- Bring out the relevant experience from your work and experience and hobbies if you mention them.

Write the top 10 things down for each job you are applying to and tick them off on the first sheet of your CV:

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COVERING LETTER

- Covering letters are mandatory.
- Discuss the reasons why you are applying to the job.
- Include reasons why you are a great candidate.
- Sell yourself.
- Allow some of your own personality come out in the letter.

