



LESSON

4

# APPLYING FOR A JOB (SESSION 2)

## TOPICS

Understanding terminology in job advertisements  
Cover letters  
Workshop resume and cover letter drafts  
Practising an online job application

## LEARNING INTENTION

The learner has finalised their cover letter and resume, using correct spelling, grammar and format, and profiling their skills and commitment to their targeted job.

**This lesson may be co-delivered with an industry partner**

## LESSON 4: APPLYING FOR A JOB (SESSION 2)

### FOCUS

Review other application processes, create a cover letter and workshop resume drafts.

### STUDENT OUTCOMES

- Students familiarise themselves with terminology used in job advertisements
- Understanding of what a quality cover letter should feature, and ability to write a cover letter targeting a specific job
- Understanding of other application processes that some businesses/organisations use

advertisement. Please note that this is not the job ad students will base their mock interviews on. This is separate and students should not delete any work on their resumes and cover letter for the interview.

If this activity could confuse your students, you may wish to revisit this after the RIJI Program as an additional activity.

### OUTPUTS

- Final draft resume and cover letter completed and reviewed by teacher
- Students practise an online job application

### OUTLINE

#### 1. Understanding terminology in job advertisements

Open a discussion about other application processes including position descriptions, key selection criteria and aptitude tests, supported by handout on page 37.

#### 2. Cover letters

Hold a discussion about why a cover letter is important. Review the ingredients for a cover letter page and the sample letter on pages 38-39.

#### 3. Workshop resume and cover letter drafts

Students write a cover letter and review their resume draft. Workshop the documents with your student or in small groups to see what is working well, and what needs improvement.

#### 4. Practising an online job application

An opportunity for students to practise an online job application. This activity is optional but a good way for students to understand that they will need to modify and change their cover letters and resumes for each job

## LESSON 4: APPLYING FOR A JOB (SESSION 2)

### UNDERSTANDING TERMINOLOGY IN JOB ADVERTISEMENT

#### **Job/ Position Descriptions**

Some jobs may provide a Position Description as a part of the job advertisement. A Position Description is a list of responsibilities and functions required for the job. It also identifies the knowledge, experience and skills required to complete the job and may include more detail about the business/ organisation's mission and structure.

If you're interested in more details about the job you're applying for, you can always contact the employer to see if there is a Position Description that they can send to you.

#### **Key Selection Criteria**

A list of requirements of the job that you are asked to respond directly to in your application. This process is designed to identify a strong candidate for the position by matching their skills and experience to the job requirements. Some areas of government require applicants to respond to specific KSC instead of submitting a cover letter.

An example KSC: *Demonstrated planning and organisation skills.*

KSC may ask for skills that are either 'essential' or 'desirable'. Do your best to provide an example of how you have demonstrated the skill in a job, at school or elsewhere. Don't worry if you don't have a good example for every KSC, just do your best to provide a response to each item.

No matter how well qualified or suited you are to a position, if you do not address the requirements, your application will not make it through to the interview stage. So make sure you check what information you need to provide before submitting your application, as requirements vary across departments and agencies.

#### **Aptitude Tests as part of an interview**

##### **What is an Aptitude Test?**

It is a test given to job applicants to assess a person's ability to do a particular type of work.

Aptitude tests usually consist of numerical reasoning, visual reasoning, verbal reasoning, abstract reasoning, speed and accuracy abilities.

The threshold for passing an aptitude test will vary from one employer to another. Some organisations will place a minimum threshold (e.g. 75%) in order to pass the aptitude testing part. Yet others decide that regardless of the score, only the top number of candidates will move on to the next stage of the selection process.



YOU CAN DOWNLOAD A COPY OF THE RIJI SAMPLE COVER LETTER TEMPLATE AT [JOBSFORYOUTH.COM.AU](http://JOBSFORYOUTH.COM.AU) IN THE REAL INDUSTRY JOB INTERVIEWS SECTION

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### COVER LETTERS

The aim of a cover letter is to highlight your skills and attributes. A cover letter should be customised to respond to the job advertisement. It's an opportunity to succinctly showcase your relevant skills and experience, and express your eagerness for the position.

Once you have analysed the sample cover on the next page, have a go at drafting your own cover letter!

#### Ingredients for a great cover letter

- The cover letter must address each of the key skills and requirements of the position
- A personal touch will help you stand out from other job applicants (e.g. briefly explaining why you think you would fit in with the company culture, how much you like the company's products/services. What it is about the job or company that appeals to you)
- Effective keywords/ power words and statements in response to the job ad you're applying for. Your letter should be customised for each individual job you apply for
- Use your resume to back up and expand upon the key points in your cover letter
- List your key selling points in bullet form to make them easy to read
- No more than one page in length
- If the ad asks for you to respond to Key Selection Criteria, you can include the responses in the cover letter (in this case it's ok for the letter to be longer than one page.)
- Ask for an interview. Don't be shy - this shows you are enthusiastic about the job

More cover letter samples can be found here:

[www.youthcentral.vic.gov.au/jobs-careers/applying-for-jobs/sample-resumes-and-cover-letters](http://www.youthcentral.vic.gov.au/jobs-careers/applying-for-jobs/sample-resumes-and-cover-letters)

If you need help with letter formatting, consider using this tool:

[www.readwritethink.org/files/resources/interactives/resume\\_generator/](http://www.readwritethink.org/files/resources/interactives/resume_generator/)



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### SAMPLE COVER LETTER

#### 1. Contact details

Include contact details including address, phone number and email address.

#### 2. Business details

From the research you did on the business/organisation, include the postal address.

If a name was provided in the job ad, make sure you address the letter to them.

Consider calling them to ask who the letter should be addressed to.

#### 3. Job ID

Always include the Job Code No. and Position Name as it was written in the ad. This is because multi-site organisation like McDonalds or KFC will not know which site you are applying for.

Centre it and bold type to make it stand out and easy for the employer to read.

#### 4. Skills list

Include a list of skills that show that you can do the job, why you would like the job. Respond to the key words within the job advertisement.

#### 5. Sell yourself

Include a selling sentence, about what you can bring to the business/organisation.

#### 6. Resume mention

Always refer to your resume and make sure that the career objective within the resume relates to the job you are applying for.

#### 7. Closing statement

It's important not to sign off with a negative.

Mary Richards  
12 Orchard Grove, Highfield, 3023  
0412 566 310  
mary.richards@gmail.com

1 August 2019

Martin Burn  
Human Resources Manager  
Paws Unlimited  
256 Little Street  
HIGHFIELD VIC 3023

Dear Mr Burn,

**Re: Administrative Assistant for Paws Limited/Jobcode No. 6773**

I am very interested in the position of Administrative Assistant for Paws Unlimited, advertised in the Weekly Times on 20 July 2016.

I am very familiar with your product line, I have been using your flea shampoo on my dog for the past three years. I have a range of administrative skills and experience to match the position you describe, including:

- Hands-on experience with a range of office programs including Microsoft Word and Excel, and the ability to learn new applications with confidence and ease
- Attention to detail and the ability to complete tasks quickly and efficiently
- Experience in working in an office environment gained through my high school work experience programs (e.g. reception, filing, mail management, typing)
- The ability to learn new tasks and adapt my skills to a range of work situations (I was organising my manager's busy diary after only five minutes instruction).

I am pleased to offer these skills and abilities to a business that provides products that I not only use regularly, but fully endorse. I am confident that I would be able to promote your products to new and current customers through every aspect of the work and tasks that I undertake.

Enclosed is my resume for your review. I believe I am an excellent candidate for this role and look forward to meeting with you to discuss this position further.

Yours sincerely,

*M. Richards*

Mary Richards

Some other sign off examples:

"I look forward to hearing back from you soon"

"I look forward to your early response"

"I am happy to make myself available for an interview at your convenience"

#### 8. Signature

Consider adding your signature to the printed letter.

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### PRACTISE AN ONLINE JOB APPLICATION

Online applications are one of many ways employers receive resumes and cover letters from candidates. More and more organisations prefer to use an online method, so practising is a great way to start!

This activity encourages students to use the jobsforyouth portal to practise an online job application.

Please do not delete or edit the application you are using for your mock interviews. This activity is separate and we ask you to create a new copy of a resume and cover letter using the drafts you have already created. Please ask a teacher if you are unsure.

#### Activity

Go to [www.jobsforyouth.com.au](http://www.jobsforyouth.com.au)

Sign in using your account. If you have not registered, simply click on 'Join This Community' and enter your details.

Once you have signed in, click on 'Job Search' and type in 'Front counter restaurant staff' in the search box.

Click on the job advertisement by Hungry Mack's and begin your online application.

#### Things to consider

Employers want to know that their candidates are serious about the role and have put in time and effort into their applications. Attention to detail is important and first impressions last!

Things to consider before you submit your application:

1. Who is the organisation?
2. What is the role?
3. What are they looking for in an employee?
4. Read your current resume and cover letter. Do these reflect the skills and experience this employer is looking for? If not, make changes to your cover letter addressing these.

Remember, this application is PRACTISE only and is not a real job application. The attachments you upload will not be distributed anywhere and files will be deleted at the end of each RIJI Program.