



Job Application Skills (full day)

Course Outline

This course provides a solid foundation and indispensable skills for effective job applications which will get you to interview.

Course participants will learn about the essential elements to consider in the preparation of a quality job application. The curriculum covers the resume, addressing of selection criteria, language, style, use of references, and explanation of your relevant experience.

Content modules:

- Understanding the shortlisting process
- Your application – what to attach and what to leave at home
- The resume – effective for the job or not?
- Understanding the job you are applying for
- Addressing selection criteria – how much to say, what to say and ensuring you address the criteria

Learning outcomes:

- Understanding the shortlisting process that will assess your application
- Understanding of the essential elements to considering your job application
- Ensuring your resume is effective and interesting
- Understanding how to address selection criteria

Learning styles:

- Lecture/seminar
- Large group participation
- Small group break-outs

"I have found this course extremely valuable."

"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."

"[The presenter] was very knowledgeable and a good speaker."