

How to prepare your application



To ensure you give yourself the best chance of being short-listed for a position, we recommend the following:

- The job advert will help you decide whether the position is suitable for you, including employment conditions, duties and responsibilities.
- In addition, it outlines the selection criteria, personal qualities and any mandatory requirements for the position in relation to qualifications, experience, knowledge, skills, abilities, interpersonal style and attributes.
- To request the full position description, email hr@hearandsay.com.au.

• Update your resume

- Your resume should be clear and concise, include your contact details, and an outline of your education and training, employment history and dates of previous positions.
- Ensure that your resume covers the key areas of the position description for the role that you are applying for.
- Provide the contact details for two recent referees or be prepared to provide these details should you be shortlisted for this stage of the recruitment process. It is always a good idea to check with your referees before applying so they are aware and happy to participate in a reference check.

• Create a cover letter

- Your cover letter should provide a general overview of your experience, why you are applying for the role, along with responding to the selection criteria.
- Your responses to the selection criteria should concisely describe how you consider yourself suitable against each of the criteria and where possible provide examples.
- Your statement addressing the selection criteria should be no more than two to three pages in length.
- The wording of the selection criteria indicates the required level of knowledge, skills and abilities needed for the position. Examples include:
 - **demonstrated** or **proven ability** means that you should have successfully performed the activity or used the skill in a past experience rather than just having potential.
 - **general ability** or **general knowledge** implies that you have the potential to acquire the skill or knowledge - if you have not had direct experience with the aspects of work required in the position you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks, etc. or relevant studies undertaken; and
 - **thorough, sound** or **high level** indicates that advanced skill or knowledge is required.
- Please note that if your application does not address each selection criteria, you could reduce your chance of being short-listed for an interview.

