

Written Application Procedure

1

Point 1:

Take an Overview

- Carefully read the role description and competencies to understand what it takes to succeed in the role.
- Consider yourself – do you meet the key requirements?
- Check the mandatory qualifications and registrations. If you don't meet them, it's best not to apply.
- If you're not an Australian citizen, get advice on any potential VISA limitations.
- Note the closing date and give yourself enough time to complete the application without missing the deadline.
- Contact the consultant for a confidential discussion regarding suitability for the role.

2

Point 2:

Process

- Follow the instructions provided, such as adhering to page limits and using the specified submission method (eg employer's or recruiter's direct portal).
- Ensure your application is easily readable by using a standard font (Arial, Calibri), size 11-12pt, with standard spacing and margins.
- Avoid excessive use of acronyms and jargon. Definitely spell out acronyms the first time they are used, and check your resume for the same purpose.

3

Point 3:

Preparation for Application

- Highlight keywords in the role description to guide your responses.
- Tailor your application, including both the cover letter and resume, to showcase the skills, experience, and qualities required for the role.
- Research the facility, service unit, or department, as well as their values and mission.
- Identify and include transferable skills like organisational skills, creative thinking, leadership, collaboration, stakeholder management, and teamwork.
- Include responses addressing all selection criteria.

Written Application Procedure

4

Point 4:

Familiarise yourself with the STAR method

(Situation, Task, Action, Result)

- Understand how to use the STAR method in your cover letter, resume, and when addressing selection criteria.
- The STAR method guides you to describe the situation, task, actions, and results of your previous experiences.
- **Situation:** clearly, and briefly define the situation. Who was involved, when did it happen, and what exactly happened?
- **Task:** describe the task or challenge you faced, focusing on specific objectives or goals. What were you tasked to do? What was your role in that task?
- **Actions:** describe the action, emphasising the skills and strategies you employed. Also explain your thought process, and why you did what you did.
- **Results:** Finally, share the results. What was the outcome? What result did you achieve thanks to your actions? Here you can also highlight the broader impact of your actions and any lessons learned.
- **Use data, or objective results** wherever possible to confidently quantify the impact of your input.

5

Point 5:

Cover letter

- Avoid using a generic cover letter for each application.
- Your cover letter should complement your resume.
- Write in an engaging, clear, and concise language. Avoid long sentences and consider reading it aloud to ensure clarity.
- Aim for one page, around 250-350 words, using bullet points if necessary.
- Address all components requested in the advertisement.
- Addressing it to the specific person listed, using Title and Name (eg Dear Dr Black).
- Introduce yourself briefly, mention the position you're applying for, and express your interest.
- Provide brief examples of relevant skills and link them to why you'd be a great fit for the role. Use the STAR method if appropriate.
- Mention that your resume is attached and express your willingness to discuss the role further or provide additional information.

Written Application Procedure

6

Point 6:

Resume

- Ensure your resume is easy to read and looks professional.
- Tailor it to each specific position you're applying for.
- Include dates and ensure the content is up to date, avoiding any confusion between your current and previous roles.
- Structure your resume with an introduction or objective statement, work experience (starting with the most recent), education, and referees.
- Highlight responsibilities and achievements that demonstrate your skills and fit for the role, including specific examples of success. Use the STAR method, and use dot points for clarity as appropriate.
- Briefly explain any gaps in employment, such as due to COVID, caring responsibilities, or travel.
- Make reference to the mandatory qualifications if you possess them. If you don't, it's best not to apply.
- Contact your referees to confirm their willingness to provide a positive reference. Ensure they have some understanding of the position you're applying for.



Final Checklist

- Follow the instructions in the advertisement regarding page length and submission method.
- Triple-check your application for spelling, formatting, and grammatical errors.
- Consider having a friend or family member review it as well.



If you need more information about the role, reach out to the contact the person listed in the advertisement.