

SETTING YOURSELF APART

Job Application Workshop

Learning Objective

- Identify an employment opportunity.
- Research and identify a variety of resumes and cover letter formats.
- Plan and draft a resume and cover letter using an appropriate template.
- Draft and complete an application for the selected employment opportunity.
- Seek feedback on the application for the selected employment opportunity.

Overview

Setting Yourself Apart Workshop explores the job application process through:

- Distinguishing the skills employers are looking for in future staff.
- Identifying the skills each student has and how to express those skills to employers.
- Understanding what makes up job advertisements and their importance.
- Developing personalised cover letters and resumes in preparation for employment.

Program Level	Duration	Learning Areas
Years 10-11	Workshop 1 session - 45 minutes	Communication
	Followed by approximately 3 sessions for the development of resume / cover letters	Work Related Skills
		Problem Solving & Creativity
		Literacy

Pre-Program Tasks

Required Resources

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| <ul style="list-style-type: none">• Explore and identify an employment opportunity• Collect job advertisements | <ul style="list-style-type: none">• Computer and Internet access• Interactive Whiteboard to present workshop | <ul style="list-style-type: none">• Job Application Pack per student• Laptops access by students if possible |
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VCAL Learning Areas

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| <p>Work Related Skills Foundation Unit 1 Learning Outcome 5</p> <ul style="list-style-type: none">• Prepare an application for an employment opportunity | <p>Work Related Skills Intermediate Unit 1 Learning Outcome 5</p> <ul style="list-style-type: none">• Prepare an application for an employment opportunity |
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Workshop Access

Follow these steps to access the workshop:

- Email Carolyn.coyle@bgkllen.org.au to receive your personal access to the workshop
- You can also find this workshop along with other LLEN workshops and events in the SWL Portal