

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

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