



## Preparation

There should be at least three parts to your application:

1. A covering letter;
2. A current Resume; and
3. A statement or statements in relation to the key selection criteria.

These are detailed below.

### 1. Covering Letter

First impressions count. The covering letter is you introducing yourself to us. It should be concise, provide a summary of the reasons as to why we should consider you for the position and be written in such a way that will make us want to read more about you. Be bold, be inventive - grab our attention. The covering letter should include:

The title of the position you are applying for;

The date and media source (ie where you saw the ad); and

A brief summary of why you are applying for the position and what qualifications and experience you have that is relevant to the position;

### 2. Resume

A resume is a short chronological statement of your work history and your qualifications. Your resume can include other relevant information. As a minimum it should cover the following areas;

#### **Your employment history.**

Starting with your current or most recent position including details such as employment dates, the capacity in which you were employed, your position and brief outline of your main areas of responsibility. Don't put information here that can't be supported.

#### **Your qualifications.**

If the position asks for qualifications and / or training you must identify that you have them. If you have any other formal qualifications - list them. Again, the most recent first identifying title, year awarded and Institution. You will be asked to prove these if you are offered the job.

#### **Other information.**

Such as referee details (make sure you seek their permission), your hobbies, any achievements and any other information you want us to know about you. We don't need to know everything about you, just the things that relate to the job. Again keep it short, preferably in dot point form.

### 3. A statement or statements in relation to the key selection criteria

It's time to tell us why we should appoint you.

There is no right or wrong format for this, just be sure that you demonstrate to us that you can do the job. As a suggestion, the position description contains the key selection criteria.

Be concise and tell us the most relevant information - not everything.

**What we will do**

We will acknowledge your application;

We will keep your application confidential and we will not discuss it with anyone outside of the process;

We will assess your application on merit; and

We will notify you of the outcome.

Good luck with your application and if you need clarification or advice or if there's a problem please contact Cindy Decker (HR Coordinator) on 1300 374 765 or email [cindyd@gvrlc.vic.gov.au](mailto:cindyd@gvrlc.vic.gov.au)