

Job description

Reporter

Job description

- Write a 300-word article for the school newsletter about the (insert name of event).
- The inclusion of photography in the article would be desirable.
- The inclusion of direct quotes from interviews with members of the panel and audience would be desirable.

Selection criteria

Essential skills and knowledge

- Excellent written communication skills.
- Good interpersonal and teamwork skills.

Desirable skills and knowledge

- Photography skills
- Interview skills.



Address the selection criteria

Reporter

Step 1. Think about the job

- Read** the job description.
- Read** the selection criteria.

Job description

- Write a 300-word article for the school newsletter about the (insert name of event).
- Take photos at the event.
- Write direct quotes from interviews with members of the panel and audience.

Selection criteria

Essential skills and knowledge

Skills you **must** have

- Excellent written communication skills.
- Good interpersonal and teamwork skills.

Desirable skills and knowledge

Skills that would be **good** to have

- Photography skills.
- Interview skills.

Read the selection criteria again

- Tick those skills that you have.



Step 2. Address the selection criteria

Look at this example:

1. Write the headings

I meet all the selection criteria.

Essential criteria

I have good written communication skills. For example, I can write good paragraphs.

2. You say the skill you have

I have good interpersonal and teamwork skills that can be seen when I play sport and don't get into fights.

3. The example

Desirable criteria

I take really good photos on my phone and I have inserted this below

I haven't interviewed people but I can ask questions.

Now write how **you** meet the selection criteria on a separate sheet of paper.

Write about each skill and knowledge listed in the selection criteria.

- Use headings.
- Write a sentence that says the skill that you have.
- Write a sentence about when you have used this skill.



Step 3. Write a covering letter

Read this example:

Dear Mrs Franklin,

My name is [write your name] and I would like to apply for the role of Reporter.

Please find attached a paragraph that explains how I meet the selection criteria. I have included my resume.

I would really like to be considered for this role because I am good at asking questions and writing.

Your sincerely,

[your name]

Now write **your** covering letter on a separate sheet of paper.

Write about:

- Who you are.
- What job you are applying for.
- What documents you are giving them.
- A sentence about why you will be good at the job.

Step 4. Make your job application



Put these 3 documents together:

- Covering letter that you have written.
- Your address to the selection criteria document.
- Your resume.

Give your application to your teacher.



My work plan

As the _____, my job will be

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

