

Job description

Event Promotion

Job description

- Collaborate with your teacher to design, develop, and implement a promotion plan.
- Implement the promotion plan such as, develop a flyer/poster or other advertising materials for the event.

Selection criteria

Essential skills and knowledge

- Good interpersonal and teamwork skills: You can work with people.
- Organisational and time management skills: You are organised and get things done on time.
- Good written and oral communication skills: You are good at talking to others.

Desirable skills and knowledge

- Artistic ability: You are good at art.
- Previous experience with promotion: You've done this sort of thing before.



Address the selection criteria

Event Promotion

Step 1. Think about the job

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

Job description

- Collaborate with your teacher to design, develop and implement a promotion plan.
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Selection criteria

Essential skills and knowledge

Skills you **must** have

- Good interpersonal and teamwork skills.
- Organisational and time management skills.
- Good written and oral communication skills.

Desirable skills and knowledge

Skills that would be **good**

- Artistic ability.
- Previous experience with promotion.

Read the selection criteria again

- Tick those skills that you have.



Step 2. Address the selection criteria

Look at this example:

I meet all the selection criteria.

Essential criteria

I have good interpersonal and teamwork skills. For example, I play soccer in a team.

I have good organisational skills. I do my homework on time.

I have good time management skills because I never miss my bus.

I can manage my time because I never miss the bus to school. For example, I have included a story that I wrote in English.

Desirable criteria

I have artistic ability and I have included a picture that I drew in art.

Last term I sold raffle tickets for my school.

Say the skills you have

Say the skills you have

Use the headings

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 Mr Smith,

*My name is **Julie Harding** and I would like to apply for the role in **Event Promotion**.*

I have written how I meet the selection criteria and include my resume.

*I would really like to be considered for this role **because I am good at drawing**.*

Your sincerely,

Jule Harding

Tell them who you are

Include the job you are applying for

Say why you would be good at the job

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

Make the promotion plan with _____ (name of teacher or peer)

Event: _____

Role: _____

Tasks:

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

