

# 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.
- Organisational and time management skills.
- Good written and oral communication skills.

#### Desirable skills and knowledge

- Artistic ability.
- Previous experience with promotion.



# 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.
- Implement the promotion plan such as, develop a flyer/poster or other advertising materials for the event.

#### 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** to have

- 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:

**1. Write the headings**

*I meet all the selection criteria.*

**Essential criteria**

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

**2. You say the skill you have**

**3. The example**

*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.*

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*

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

