

# Job description

## Reporter

### Job description

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

### Selection criteria

#### Essential skills and knowledge

- Excellent written communication skills: You are good at writing ideas down.
- Good interpersonal and teamwork skills: You are good at working with other people.

#### 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 are **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:

I meet all the selection criteria.

**Essential criteria**

I have excellent written communication skills. In English, I always receive a B for my written stories.

My interpersonal skills are good and at work I have to talk to many different customers.

At work, I am part of a team who serve customers and help them find what they are looking for.

**Desirable criteria**

I take photos on my phone and I'm quite good. I think I could interview people because I ask questions and I could just write these down.

**1. Write the headings**

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

**3. The example**

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

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

