

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. Planning to apply for the job

- **Read** the job description.
- **Read** the selection criteria.
- **Tick** those skills that you have.

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

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

Desirable skills and knowledge

- Photography skills.
- Interview skills.



Step 2. Address the selection criteria

Read the 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.

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 of a covering letter:

Dear Mrs Smith,

My name is Riley Jackson and I would like to apply for the role of Reporter.

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

I would really like to be considered for this role because I have strengths in writing.

Your sincerely,

Riley Jackson

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**.
- Your **resume**.

Give your application to _____.



Event plan

As the _____, my job will be

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

