

Job description

Event Promotion

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- Collaborate with your teacher 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

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Step 1. Planning to apply for the job

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

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Step 2. Address the selection criteria

Read the example:

I meet all the selection criteria.

Essential criteria

I have good interpersonal and teamwork skills. For example, I have lots of friends and I play soccer.

I have good organisational skills because I get almost all of my homework in on time. I manage my time and am never late for class or soccer practice.

I have good written communication skills because I always get a C in English and I really enjoy giving presentations to the class.

Desirable criteria

I have used the paint program and am really good at drawing. You can see an example of drawing at the bottom of this sheet. When I was in cubs I promoted our cub group at a cake stall with my Mum.

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 Mr Smith,

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

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 many strengths in talking to people and convincing them to do things.

Your sincerely,

Julie 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**.
- Your **resume**.

Give your application to _____.



Event plan

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

Event: _____

Role: _____

Tasks:

- Develop a flyer
- Develop a poster
- Ask the school principal if I can hang the poster in the administration waiting room
- Design a flyer to go out in the newsletter

People who can help me

