



Australian Government
Department of Education, Employment
and Workplace Relations



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YOUR FUTURE
Career Advice Australia



HILLS
SCHOOLS
INDUSTRY
PARTNERSHIP

“GETTING THAT JOB”

ACTIVITY 2

Your resume should highlight your achievements, experience and skills. Write down 3 skills that relevant to your career interest. Give an example of how you have developed this skill

Skill	Example

ACTIVITY 3

In the “applying for jobs” section, read the tips on “telephoning an employer”.

Scenario: You will be contacting an employer about a job opportunity.
Remember: relevant information, relevant skills, relevant interests and enthusiasm!

1. Prepare a brief introduction

2. Explain what you are calling for

3. Give 3 reasons why you will be good for the job, including skills & examples



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Activity 3 continued.

4. Ask 2 questions about the position

ACTIVITY 4

Read the rest of the “Applying for Jobs” section and complete the following questions.

1. When employers ask you to “apply in writing”, what two items should this include?

.....

2. Before applying for a position, what should you have researched?

.....

3. What should your cover letter convince the employer about?

.....

.....

4. How long should a cover letter be?

.....

.....

5. What should be in the opening paragraph of the letter?



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.....

6. What other information should be in the main body of the letter?

.....
.....

7. The “STAR” model is one way of addressing what in an application?

.....

8. What do the letters in “STAR” stand for and what do these words mean?

S.....

T.....

A.....

R.....

.....

ACTIVITY 5 – this activity relates to Activity 23 in your career passport

Go to Activity 23 in your Career Passport.

Using www.jobjuice.gov.au

- Go to “Get That Job”
- Click on “Find A Job”

1. Write down 10 job searching methods below.

1.....

2.....

3.....

4.....



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- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....