

# Resume and Application Writing

*Practical training for job applicants the public sector.*

- FOCUS:** Success when applying for government jobs  
**TARGET:** Government staff and external applicants  
**INCLUDES:** Essential Information about Capability Frameworks

## CONTENT

- Understand the merit selection process
- Read between the lines to understand what selection panels are looking for
- Use Capability Frameworks
- Prepare a professional resume
- Write great applications – 2-3 page summary or responses to selection criteria
- Identify unique skills and employment history for a competitive advantage
- Gain the confidence and skills to sell yourself

## LEARN FROM

- Highly skilled and experienced facilitators
- Our experience with more than 5000 public sector selection panels since 1996
- Up-to-date knowledge of both Queensland and Australian Government recruitment

## OUR APPROACH

- Professionalism
- Personalised attention
- High quality resource material
- Supportive environment

## OUR TRAINING TEAM

Our training team has a wealth of government recruitment experience together with outstanding facilitation and coaching skills. They combine a commitment to merit-based selection processes with practical experience in Government.

## PROGRAM DETAILS

**Location:** Brisbane  
**Format:** 1 day workshop  
**Fees:** \$462.00 incl. GST  
*Early Bird discounts are available.*

### REGISTER NOW

**Online:** [www.meritsolutions.com.au](http://www.meritsolutions.com.au)  
**Email:** [training@meritsolutions.com.au](mailto:training@meritsolutions.com.au)

For more information, ring 3220-1166 or visit our website.

Our workshops are also available in-house. This can be a cost effective option for large groups and are tailored to your organisation's needs.

Please contact us to enquire about availability and pricing.

## FEEDBACK

*“Great course. Makes you determined to go out there and try it. Well done!”*

*“Great facilitator. Lots of great tips, “secrets”, engaging, relevant”*

*“The delivery of the content. Easy bite-sized information that wasn't overwhelming”*

*“Facilitator made you feel comfortable and to learn without embarrassment”*