

Developing your Resume and Written Application – 4 hours – 23 June 2020

Our goal? To help you impress a selection panel for government jobs

- FOCUS:** Professional resumes and merit statements
AUDIENCE: Government staff and external applicants
FEATURES: Advanced and updated content

CONTENT

- Navigate public sector recruitment & selection – an applicant’s perspective
- Understand & use competency frameworks
- Articulate your strengths including your transferable skills
- Identify your key “selling” features and best evidence
- Present your capabilities through a professional resume
- Prepare high quality written supporting statements
- Adapt to different application requirements – 1 or 2 page statements, response to merit criteria, expressions of interest
- Appreciate what selection panels (and recruiters) look for at the shortlisting stage
- Use your written application to set you up for success through the rest of the process

OUR APPROACH

- Qualified facilitators with extensive professional expertise and experience
- Balance of expert content and opportunities for practical application
- Guaranteed small group
- High quality resource material

OUR TRAINING TEAM

Miranda Miller, Maria O’Leary, Jane Woodland and Angela Bryan all bring a wealth of government recruitment experience, a focus on participant learning together with outstanding facilitation and coaching skills.

PROGRAM DETAILS

- Delivery:** Secure on-line platform
Format: 2 x 2 hour on-line sessions
Price: \$352.00 incl. GST

Special introductory pricing

REGISTER NOW

Online: www.meritsolutions.com.au

Email: training@meritsolutions.com.au

For more information, call us on 07 3220-1166.

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

What participants say about our resume & job application training!!

Everything fantastic - just what I needed to give me the motivation to apply for a role I want & now I feel I can properly

Lots of great take home examples and tips. Covered all areas of applying in great depth

Presenter knows her stuff. I now have insights that I wasn't expecting to get and feel more confident in applying

Advised how we can present our self in written form - enhancing our experiences

Very knowledgeable trainer with real life expertise and much credibility