



Careers Centre Faculty Workshop Proposal

Workshop Title **MODULE 2 - How to Write a Winning Job Application**

Duration 1-2 hours

Content Overview This workshop addresses how to compose, and successfully address selection criteria in:

- Cover Letters
- CVs
- Application Forms

Outcomes Participants will gain an understanding of an exposure to:

- The purpose of Cover Letters, CVs and Application Forms
- Protocols and recommendations around composing Cover Letters, CVs and Application Forms including; layout, structure, presentation, length, spelling and grammar, etc
- Techniques for successfully addressing selection criteria
- Techniques for tailoring Cover Letters, CVs and Application Forms for each job under application
- Strategies for following up job applications

Date _____

Presenter _____

Workshop Coordinator _____

**from faculty

Workshop Coordinator Role

- Indicate most suitable time and date for workshop
- Provide suitable venue and equipment
- Publicise workshop, using editable templates provided by the Careers Centre
- Record student attendance, using template provided by the Careers Centre