



Gateways  
for Youth



# APPLICATION WRITING

# What is an application?

Your introduction to a selection panel

Consists of :

- **covering letter**
- **written application addressing the J & P**
- **resume**



# The Application:

**Always include a covering letter**



**Example**

## Covering Letter:

**PRIVATE AND CONFIDENTIAL**

HR Operations  
Corporate Services  
PO Box 1  
WALKERVILLE SA 5081

To whom it may concern:

I wish to apply for the position of Senior Administrative Officer located at Port Augusta as detailed in *The Advertiser* of 17 June 2005.

I am confident I possess the necessary skills and experience to perform this role to an extremely high standard.

I am acutely aware of the inadequacies of a written application, and hope to be given the opportunity to elaborate on my qualifications through being granted an interview.

A copy of my application, including resume, is enclosed for your information and I invite you to contact me to discuss by attributes. My telephone number at work is 8650 0000, and home 8600 0000.

Yours sincerely

XXXX

enc

# What is a Job and Person Specification?



**Example**

# Job and Person Specification:

**The company name**

**Department of Environment & Heritage**  
**JOB AND PERSON SPECIFICATION**

**The position title**

**Title of Position:** *Technical Officer*  
**Classification:** *TGO 0*  
**Position Number:** *TSXXXX*

**Directorate:** *Road & Traffic Management*  
**Directorate:** *Unknown*  
**Unit:** *Unknown*

**Internal information**

## Job and Person Specification Approval

All excluding senior positions

/ /

Senior Positions

/ /

CE or delegate

Commissioner for Public Employment

# Example

## JOB SPECIFICATION

### 1. Position Summary

The Technical Officer is accountable to the **Regional Planning Coordinator** for providing a range of routine technical services under supervision to support the timely and cost effective completion of planning investigations, including:

- Coordinating, preparing and managing safety related tactics and programs
- collecting, collating, interpreting and processing data
- management and coordination of traffic counters
- **undertaking field and site inspections and surveys**
- preparing conceptual and detailed plans, drawings, documents and exhibits

which contributes to the provision of expert planning advice on and solutions to a range of issues associated with the operation, maintenance and enhancement of the State's transport system.

**To whom you report and some of the activities you'll be involved in**

### 2. Reporting/Working relationships

The Technical Officer:

- reports to a **Unit Manager** on line-management issues
- provides assistance to **Planning Unit staff** in relation to specific planning investigations
- liaises with **customers** and **stakeholders** both internal and external to the Department, including other TSA Sections, other Agencies, local government and the general public.

**Who you will be working with**

**Any special conditions in relation to the position**

### 3. Special Conditions

- The position is located the Northern and Western Region based at Port Augusta.
- Travel necessitating overnight absences and work outside normal working hours may be required on an occasional basis
- Possession of a current **car drivers licence** is essential

**Example**

**Key tasks/outcomes**

**4. Key outcomes and associated activities**

- 1) **Contribute to the timely and cost effective completion of quality planning investigations by providing a range of routine technical and information services under varying levels of supervision, including:**
  - a) assisting with the preparation of plans, drawings, exhibits and public displays that effectively communicate proposals to customers/clients using both manual and computer aided drafting techniques
  - b) undertaking field and site inspections and surveys
  - c) collecting, collating, processing and reporting of data and assisting in the analysis and interpretation of more complex data
  - d) preparing preliminary, or assisting in the preparation of detailed cost estimates for proposals
  - e) development and assessment of feasible concepts and options
  - f) liaising with other Sections in the Department to obtain specialist project-related input
  - g) assisting in the preparation of specifications, proposed programs, schedules, cost estimates and budget information
  - h) arranging minor survey and design activities
  - i) coordinating and managing the development of a Regional Materials/Pit Network Map, including a process for keeping the database “live”
- 2) **Contribute to the provision of technical support on road management issues by:**
  - a) assisting in the preparation of technical concepts for minor road improvements, including recommendations and design proposals
  - b) conducting investigations and preparing technical reports, documentation and recommendations on road management issues

# Example

- 3) **Actively manage traffic counters, through continuous improvement initiatives within the Region by:**
  - a) coordinating the collection of traffic data and inputting data into the Unsealed Pavement Management System and other relevant databases
  - b) processing traffic data and the preparation of reports on traffic flows and trends
  - c) managing the maintenance and upgrade of traffic counters to improve data integrity and type of data collected
  
- 4) **Assist in the provision of an active communication and consultation service within the Region by, under supervision:**
  - a) responding to technical enquiries from customers in a timely and constructive manner
  - b) establishing and maintaining active communication links (verbal and written) with external bodies, local authorities, public utilities and other Sections with regard to relevant technical issues
  
- 5) **Contribute to the effective management of the Region and achievement of Region's operational goals by:**
  - a) assisting in project work
  - b) assisting in the monitoring and review of work practices and procedures and in the identification of opportunities to improve efficiency by utilising new technologies
  - c) participating in Section and Corporate strategic planning activities and processes
  
- 6) **Contribute to a safe and healthy work environment, free from discrimination by:**
  - a) adhering to Department human resource and Occupational Health, Safety and Welfare policies
  - b) ensuring that the principles of Equal Employment Opportunity are a normal part of doing business

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### 1. Educational/Vocational Qualifications

##### a) Technical Officer Unqualified (TGO 0)

For appointment at this level, the successful applicant must have previously satisfied the educational standard for entry into a course of study leading to a qualification of, at least, an approved and relevant certificate course.

##### Technical Officer Grade 1 (TGO 1)

Appointment / assignment to the TGO-1 level is subject to satisfying the requirements described in the Technical Grades classification criteria.

#### 2. Personal Abilities/Aptitude/Skills/Experience/Knowledge

- a) Possess basic technical skills in one or more areas relevant to the work of the Department
- b) Experience in the use of a range of computer software applications, including the Microsoft suite of basic office products with the ability to work with and learn other computer based **technology** (eg CAD, GIS, Arcview) to achieve technical objectives
- c) Sound ability to **communicate** effectively both verbally and in writing, with staff at all levels, the public and outside organisations, including the preparation of letters and recommendations
- d) Ability to work independently, either as an **individual** or **team member** to **plan, prioritise** and coordinate work to meet pre-determined goals and deadlines

**Note employability skills!!!!**

**Finally...**

**Include your resume**

***sign* the cover letter**





**With many applications**

**15 second look**

**– so make them count!**