**Application Information**

As part of your application you will need to provide:

* your resume, including the contact details of two referees
* a ‘one page pitch’ telling us how your skills, knowledge, experience and qualifications makes you the best person for the job.

*What should I include in my resume?*

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

* **Personal Details** – include your name, contact email address and phone numbers.
* **Education** – provide details of any education and qualifications that relate to the job you are applying for.
* **Work Experience** – include relevant work experience and outline the main responsibilities and achievements that relate to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
* **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.
* **Referees** – include the name and contact details of two professional referees who can validate and support your application. We will not contact your referees without obtaining your permission first.
* **Layout** –use an easy to read font and a simple, consistent format. Use bullet points to break up text. Place key information on the front page where it can be noticed. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

*What should I include in my one page pitch?*

Your one page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Consider using the STAR Method when detailing your examples. The STAR Method enables the selection panel determine the context of the situation, what the task was and what actions you took to achieve a result.

*The STAR Method:*

**Situation** What was the situation?

**Task** What tasks were involved in that situation?

**Action** What actions did you take?

**Result** What were the results of those actions?

**Situation**: Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalised description of what you have done in the past and should give enough detail for the panel of assessors to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview.

**Task:** What was the goal/objective you were you working towards?

**Action:** Describe the actions you took to address the situation. Ensure you include an appropriate amount of detail and keep the focus on you. What specific steps did you take and what contribution did you make? Be careful that you don’t describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result?

**Result:** Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organisation or team.

*How will my application be assessed?*

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement.

If your application is shortlisted, you may be asked to undertake further assessment to test your ability to perform the role.