# Job description

Event Promotion

## Job description

* Collaborate with your teacher design, develop and implement a promotion plan.
* Implement the promotion plan such as, develop a flyer/poster or other advertising materials for the event.

## Selection criteria

Essential skills and knowledge

* Good interpersonal and teamwork skills.
* Organisational and time management skills.
* Good written and oral communication skills.

Desirable skills and knowledge

* Artistic ability.
* Previous experience with promotion.

# Address the selection criteria Event Promotion

## Step 1. Planning to apply for the job

* **Read** the job description.
* **Read** the selection criteria.
* **Tick** those skills that you have.

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## Step 2. Address the selection criteria

**Read** the example:

I meet all the selection criteria.

Essential criteria

I have good interpersonal and teamwork skills. For example, I have lots of friends and I play soccer.

I have good organisational skills because I get almost all of my homework in on time. I manage my time and am never late for class or soccer practice.

I have good written communication skills because I always get a C in English and I really enjoy giving presentations to the class.

Desirable criteria

I have used the paint program and am really good at drawing. You can see an example of drawing at the bottom of this sheet. When I was in cubs I promoted our cub group at a cake stall with my Mum.

Now write how **you** meet the selection criteria on a separate sheet of paper.

Write about each skill and knowledge listed in the selection criteria.

* Use headings.
* Write a sentence that says the skill that you have.
* Write a sentence about when you have used this skill.

## Step 3. Write a covering letter

Read this example of a covering letter:

Dear Mr Smith,

My name is Julie Harding and I would like to apply for the role in Event Promotion.

Please find attached a paragraph that explains how I meet the selection criteria and my resume.

I would really like to be considered for this role because I have many strengths in talking to people and convincing them to do things.

Your sincerely,

Julie Harding

Now write **your** covering letter on a separate sheet of paper.

Write about:

* Who you are.
* What job you are applying for.
* What documents you are giving them.
* A sentence about why you will be good at the job.

## Step 4. Make your job application

Put these 3 documents together:

* **Covering letter** that you have written.

* Your address to the **selection criteria**.
* Your **resume**.

Give your application to .

# Event plan

Make the promotion plan with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of teacher or peer)

Event: Role:

Tasks:

* Develop a flyer
* Develop a poster
* Ask the school principal if I can hang the poster in the administration waiting room  Design a flyer to go out in the newsletter

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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People who can help me

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