# Job description

Event Promotion

## Job description

* Work together with your teacher to design, develop, and implement a promotion plan.
* Put the promotion plan in place such as, develop a flyer/poster or other advertising materials for the event.

## Selection criteria

Essential skills and knowledge

* Good interpersonal and teamwork skills: You can work with people .
* Organisational and time management skills: You are organised and get things done on time.
* Good written and oral communication skills: You are good at talking to others.

Desirable skills and knowledge

* Artistic ability: You are good at art.
* Previous experience with promotion: You’ve done this sort of thing before.

# Address the selection criteria: Event Promotion

## Step 1. Think about the job

* **Read** the job description.
* **Read** the selection criteria.

Job description

* Work with your teacher to 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

Skills you

**must**

have

Essential skills and knowledge

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

Desirable skills and knowledge

Skills that would be good.

* Artistic ability. **good**
* Previous experience with promotion.

Read the selection criteria again

 Tick those skills that you have.

Say the skills you have

## Step 2. Address the selection criteria

Look at this example:

Use the headings

I meet all of the selection criteria:

**Essential criteria**

I have good interpersonal skills and teamwork skills. For example I play soccer in a team.

I have good organisational skills. I do my homework on time.

I have good time management skills because I never miss my bus.

I have good written communication skills because I got a C for English. I have included a story that I wrote in English.

**Desirable criteria**

I have artistic ability and I have included a picture that I drew in art.

Last term I sold raffle tickets for my school.

Say the skills you have

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.

Tell them who you are.

## Step 3. Write a covering letter

Read this example:

Dear Mr Smith,

include the job you are applying for.

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

I have written how I meet the selection criteria and include my resume.

I would really like to be considered for this role because I am good at drawing.

Your sincerely,

Jule Harding

Say why you would be good at the job.

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 document.
* Your resume.
* Give your application to your teacher.

# My work plan

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

Event:

Role:

Tasks:

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

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