# Job description Reporter

## Job description

* Write a 300-word article for the school newsletter about the (insert name of event).
* The inclusion of photography in the article would be desirable.
* The inclusion of direct quotes from interviews with members of the panel and audience would be desirable.

## Selection criteria

Essential skills and knowledge

* Excellent written communication skills.
* Good interpersonal and teamwork skills.

Desirable skills and knowledge

* Photography skills
* Interview skills.

# Address the selection criteria

Reporter

## Step 1. Planning to apply for the job

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

Job description

* Write a 300-word article for the school newsletter about the (insert name of event).
* Take photos at the event.
* Write direct quotes from interviews with members of the panel and audience.

Selection criteria

Essential skills and knowledge

* Excellent written communication skills.
* Good interpersonal and teamwork skills.

Desirable skills and knowledge

* Photography skills.
* Interview skills.

## Step 2. Address the selection criteria

**Read** the example:

I meet all the selection criteria.

Essential criteria

I have excellent written communication skills. In English, I always receive a B for my written stories.

My interpersonal skills are good and at work I have to talk to many different customers.

At work, I am part of a team who serve customers and help them find what they are looking for.

Desirable criteria

I take photos on my phone and I’m quite good. I think I could interview people because I ask questions and I could just write these down.

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 Mrs Smith,

My name is Riley Jackson and I would like to apply for the role of Reporter.

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 strengths in writing.

Your sincerely,

Riley Jackson

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

As the , my job will be

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

People who can help me

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_