# Job description Reporter

## Job description

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

## Selection criteria

Essential skills and knowledge

* Excellent written communication skills: You are good at writing ideas down.
* Good interpersonal and teamwork skills: You are good at working with other people.

Desirable skills and knowledge

* Photography skills
* Interview skills.

# Address the selection criteria

Reporter

## Step 1. Think about the job

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

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

Skills you

**must**

have

Essential skills and knowledge

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

Desirable skills and knowledge

Skills that would be good to have

* Photography skills.
* Interview skills.

Read the selection criteria again

 Tick those skills that you have

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**good**

## 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:

Dear Mrs Franklin,

My name is [write your name] and I would like to apply for the role of Reporter.

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

I would really like to be considered for this role because I am good at asking questions and writing.

Your sincerely,

[your name]

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

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People who can help me

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