**E-JOB APPLICATION INFORMATION**

E-applications or web based applications are becoming more popular these days and are replacing the versions which are emailed for a prospective job

All company web sites will ask you to apply online through their applicant portals

You will be asked to fill out an online form, upload OR cut and paste data and job documents (cover letter and résumé):

Some of this information includes demographic questions on race and gender

You add information on a web portal by entering data within designated fields of the form located on the company Web site

You need to follow on-screen instructions provided by each employer

Remember to tailor each application

You need to stick to a designated word limit when answering specific questions to demonstrate your skills and experience

If you are new to online applications or even if you’re not it is best to print out or download the application form to a word document and read it over carefully.

Draft your answers in hard copy or type them out on a word processor, before you start filling in the online form

You must answer all selection criteria questions asked

You need to stick to a designated word limit when answering specific questions to demonstrate your skills and experience

Be as informative as possible and make sure your answers are short and sharp

Answer truthfully

Use the STAR approach to formulate your answers:

* The **S**ituation you were in
* The **T**ask you were given
* The **A**pproach you took
* The **R**esult of that approach

Use action words and an active voice

Double check all instructions before you send your application

Leave enough time to meet the application deadline so you are not rushed and stressed

Proof read and check all spelling and grammar on your application

Unless specifically advised not to, you must submit or upload a cover letter with your online application

Make sure you address the selection criteria points in your cover letter and in your résumé

Keep in mind the scanning software might be used on the cover letter and résumé, so use keywords accordingly

Depending on the application instructions, you might be asked to either attach the cover letter as a separate document, or you might have to type a cover letter into the application form. This is why it's best to write your cover letter in a word processor, then cut and paste it into the form as needed

Also note the file formats you are asked to submit. It would most likely be a word format, either in a .doc or .docx format. Avoid submitting as .pdfs as some recruitment software might have trouble reading a pdf file

Good luck.

**Cover letter tips**

1. Your written documents must demonstrate your writing and professional communication skills
2. Show you have done your research about the position and the organisation/employer
3. Summarise your relevance or knowledge, skills and abilities for the job
4. Communicate with enthusiasm and passion for the position and the employer
5. Aim for an error free cover letter to avoid it going straight to the bin. Here are some tips to consider when you write a cover letter or when you proofread it:
6. A cover letter accompanies and complements your résumé, as a summary statement of the latter
7. Put your contact details at the top of the letter as well as your address block followed by the date and the name and address of the recipient
8. Try to find out who will read your letter and address it to that person, ‘Dear Ms Someone ’
9. This means ringing the main number of the organisation to find out
10. Provide the correct job reference, if there is one, or the correct job title
11. Don’t use jargon or the thesaurus
12. Be specific about how your skills will benefit the organisation
13. Never send a cover letter that has not been proof read thoroughly. Incorrect spelling, grammar and expression creates a poor impression
14. Tailor the cover letter to each specific job
15. Your cover letter should not be about what you want or are looking for in your first job. Tell them what you offer or bring to the job. Sell your skills, your plus points
16. Do not be informal. Cover letter and résumés are **formal** documents.

**This is an example cover letter:**

Your name

Street address

Suburb State Post code

Mobile:

Email:

Date month year

Mr/Ms full name

Title (*example: Recruitment Manager*)

Company name

Street address

Suburb State Post code

Dear Mr or Ms last name

Position reference:

Introduction paragraph: briefly explain who you are and why you are writing to them. You could also write where you saw the position. Try to over use the ‘I’ word. In other words use it sparingly.

Second paragraph: explain here why you believe you are qualified for the position. Emphasise your qualification and prior or current experience, degree, flying credential and/or skills make you the right fit for the role. How will you be specifically be an asset to the organisation? Accentuate your positives.

Third paragraph: explain why you would like to work for the organisation showing the research on an aspect of the organisation or one related to the position. Companies want to know that you are interested in them and understand what they do, what they stand for. Even though you might be applying for lots of jobs each cover letter should be addressed to the organisation as if this is the only position you want. This means you do the research and know the organisation values or vision, and match them to yours. This also means it has to be meaningful from you.

If you have additional skills or a professional membership which relates to the position and add value, mention this.

Closing paragraph. Thank them for reading your application and convey you look forward to hearing from them and for their time. Invite them to contact you and convey enthusiasm and a positive impression.

Yours sincerely

E signature (if you have one you can scan and insert it into the letter)

Print full name and last name

# **Résumé Writing Tips**

# **Résumé writing is a craft not a last minute job**

# Give yourself time to write one

# **Know the purpose of your résumé**

## Objective to get an interview

# **Highlight relevant attributes and strengths**

## Connect these with real life work and experiences

# **Use the right keywords**

## To get through the automatic tracking system (digital database)

## TIP: keywords are nouns

## **Don’t be ambiguous or confuse the reader**

## Aim for clarity

# **PROOFREAD A LOT**

## One small typo and your application could be redundant

# **Use bullet points**

## Break up text heavy paragraphs with bullets and short sentences to outline

## Knowledge

## Experience

## Objectives

# **Format: be consistent**

## Use the same font throughout

## Arial, Times, Calibri, Tahoma

## Font size: no less than 11 points

## No bigger than 12

# **If using Professional Objective**

## Make it succinct

# **Prioritise information: Skills**

## Starting graduate? Put education first

## Prior experience in aviation or with experience relevant to the job? Put work experience first, followed by education.

# **Education**

Provide education information from Year 12 or SACE results and onwards.

# **Skills**

## List skills showing tangible outcomes or results

# **Skills: Achievements**

## List achievements not responsibilities

# **Relevance** List work experiences relevant to the current opportunity

# **Limited experience?** Gain experience while at university

## Volunteer

## Part time work

# **Limited experience?** Or go with what you have:

## List volunteer work and/or summer jobs and link to skills you gained

## **Information**

## Provide accurate information about your degree: *example:* Bachelor of Aviation (Management)

## University name: spelt correctly and in full: *example:* University of South Australia

## Correct start year and expected completion year: *example:* 2016-2018 (expected completion)

# **Marketing** Your written documents are a marketing tool. Pay attention to:

## Content

## Design

## Delivery

## Impact

# **Design** Avoid clutter

## Don’t make the font size 9 to jam in text

## Make the design flow with white space

# **No fancy design or artwork** Avoid fancy fonts, images or a coloured background

# **Mr and Ms appropriate**

## Include Mr or Ms prefix for yourself, if your name is gender neutral:

## *Alex, Charlie, Sam*

# **No jargon or slang** Avoid text based language

# **No pronouns** Avoid over-use of ‘I’ in your résumé and cover letter

**Resume sections:**

Aim for a one page resume for aviation

Headings example which you can expand on:

* Name and contact details
* Professional summary
* Flying times (when you apply for pilot positions)
* Education
* Employment history with responsibilities and achievements
* Other skills/qualifications
* Languages (ones you are proficient in)
* Professional memberships
* Referees.

Good luck with the job application process.