

## How to make your application count!

The information provided by you in your application is used by the interview panel to determine whether you will be called for an interview. It is important that your application effectively demonstrates how you meet the essential and desirable criteria outlined in the advertisement.

- Write your application to suit the requirements of the job advertised.
- Include a written summary of the major aspects of your experience and qualifications that relate to each of the essential and desirable criteria of the position.
- Present this information in a concise and easy to read manner.

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### Your chances of being called for an interview are improved if your application comprises all of the following:

- A **cover letter** with your personal details including phone number, mobile and e-mail addresses for contact. Also within this cover letter identify the position you are applying for.
- A **separate document summarising how you meet each essential and desirable criteria** in the advertisement / position description to show the selection committee that you have the right mix of skills, knowledge and experience to do the job advertised. Address each criterion separately.
- A **separate resume or curriculum vitae** which summarises your education and employment history.
- **The name and telephone numbers of two referees** who may be contacted to provide information on your past employment and work performance relevant to the selection criteria.

Please note that nominated referees should include your current (or recent Manager/Supervisor). If you are asked to attend an interview, please notify your nominated referees and provide them with a copy of the Job Description. If the Convenor (or their delegate) contacts your referee, they will be asked to comment on the selection criteria.

### In these documents make sure you include:

1. **Selection Criteria** – For each essential and desirable criteria briefly show how you meet the criteria based on your prior experience, knowledge or qualifications. This is one of the most crucial aspects of your application. It is suggested that you make a separate heading for each criterion then describe your skills, knowledge and experience achievements in demonstrating how you meet it.
2. **Educational Qualifications** – Include tertiary courses completed or partially completed; overseas or interstate qualifications; diplomas or degrees.
3. **Other skills and Qualifications** (that could be relevant to the position) – This may include the ability to type at 35 wpm, ability to speak another language, a current drivers licence, etc.
4. **Interests or Activities** – Detail any activities, hobbies or other relevant information. This may involve unpaid, voluntary or community work such as being treasurer for a sports club.
5. **Examples of your work** – If called for an interview you can bring examples of your work (e.g., copies of documents, written material such as reports or complex correspondence) which demonstrate your ability in relevant areas.

Any further enquiries: to the contact person in the advertisement.

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