

Applicant Guidelines

This guide is formulated to assist you when applying for a role with Regional Development Australia Limestone Coast (RDALC).

A job application is often the first contact the selection panel has with you. As the application informs the panels' decision to short list applicants for an interview, it is important to ensure that you adequately address your suitability for the role.

Your application **must** include a **cover letter** and **resume**.

The **cover letter** should be clear and concise (2 pages maximum). The name of the role, and where it was advertised needs to be clearly stated, discuss your employment background, reasons for applying for the role and why you believe you would be suited to the organisation (refer to tips for addressing your suitability for the role).

Resume (to include the following):

- Name, address, contact number and email address;
- Educational/qualification details;
- Employment history (including responsibilities and achievements);
- Relevant experiences;
- Three current referees (include their role title/address/contact number- one of which should be your current or immediate supervisor/manager).

Tips for addressing your suitability for the role

- It is vital that you demonstrate that you have the essential technical expertise outlined as required for the role and where possible that you have the desirable technical expertise;
- If one of the requirements is knowledge, it can be useful to demonstrate this by briefly discussing the topic and how your knowledge has been applied in your work;
- Whilst some areas may require greater explanation than others, be as succinct as possible;
- Use **relevant examples** of how these have been demonstrated in the past (and how they directly relate to the responsibilities/duties of the role);
- Your ability to meet several requirements can be demonstrated in one example.