Please assist me in tailoring my job application for a [insert job title] position. Below is the job information, and attached is my resume. Please help me highlight my relevant skills and experiences, and suggest any modifications or additions to make my application stand out.

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\*\*Job Information:\*\*

**Executive Assistant APS 4**

The Attorney-General’s Department seek people who bring fresh ideas, varied experience, and global perspectives.

Our people display integrity and leadership at all levels and challenge conventional thinking.

We work collaboratively with Government to develop Law and policy to shape a fairer, more just Australia for all.

We acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and  
pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land,  
sea and communities throughout Australia, and the contributions to the lives of all Australians.

The department is seeking motivated individuals who are curious and eager to learn, to fill a number of Executive Assistant (EA) positions across the APS 4 level.

As an EA you will be provided with broad exposure to the work, people and culture within the department. Your role will touch on a number of key aspects of the organisation's operations, you will be presented with a diverse range of challenges and offered opportunities to grow, up skill and network.

You will work under general direction and exercise discretion to provide administrative and operational support to SES officers and their immediate work area including participating in strategic planning and decision making and being a conduit between the area and the broader department.

Some of the key duties and responsibilities may include:

* Diary management, travel coordination, supporting meeting preparation including assembling packs and relevant documentation, ordering stationery.
* Providing `front of house' support duties including telephone triage, general correspondence and responding or directing queries to relevant officers.
* Preparing routine or moderately complex correspondence, minute taking, photocopying/scanning and filing, and coordinating of responses to ministerial and parliamentary requests via the Parliamentary Document Management System (PDMS).
* Assisting with financial management, including processing of accounts payable, management of corporate credit card accounts, quality assurance and acquitting travel in the financial management system (SAP).
* Building rapport and maintaining stakeholder relationships. Liaising with stakeholders to assist and resolve moderately complex issues.
* Making decisions within defined parameters relating to the area of responsibility.
* Contributing new ideas and identifying opportunities to improve the efficiency of business.

Supporting the Executive Assistant Network through the provision of peer support.

## How you can help us make a difference

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

As an Executive Assistant you will be required to:

* demonstrate structured and clear communication skills
* prioritise and manage workloads effectively
* demonstrate influence, discretion and confidence
* build a culture of inclusivity and emotional intelligence
* are highly organised and is focused on overcoming challenges with solutions
* collaborate with others to achieve goals
* demonstrate initiative and sound judgment

We will support you to make a difference:

* through our ‘EA Buddy Program’ which partners new and established EAs together, providing support over a four-month period
* by creating informal learning and development opportunities through on the job support and the department’s EA Network
* by enabling ongoing access to training through our learning management system, additional external training can be explored
* by providing opportunity for growth, empowering you to expand your role as you develop new skills and interests

## Benefits of working with us

### Design your working life

Hybrid, flexible, part time opportunities. Ergonomic support and assessments. You will be supported to find the work-life balance which works best for you.

### Supportive Environment with a focus on well-being

Dedicated Diversity and Inclusion structures including networks and committees. Various memberships to Australian Diversity and Inclusion peak bodies. A comprehensive employee assistance program for you and your immediate family and workplace support officers.

### Tailored career growth

Study allowances and leave. Mentorship, secondment, career progression opportunities and a dedicated online learning management system.

### Generous remuneration and working conditions

15.4% Super contribution. Generous leave entitlements including cultural leave. Salary sacrifice options. Supportive wellbeing programs and initiatives.

### Modern facilities

Office locations in Canberra and across Australia with dedicated quiet spaces, breakout areas, and prayer rooms. Environmentally sustainable workplace with collaborative and flexible workspaces and on-site cafes. First rate amenities including showers and changerooms. End of trip facilities including bike rack and lockers.

\*\*Your Career Goals:\*\*

Passionate and detail-oriented Full Stack Developer with a diverse skill set and hands-on experience in front-end and back-end technologies. Adept at creating seamless and visually appealing web applications, I am committed to leveraging my expertise in languages such as Java, Python, and C# along with databases like MS SQL and MongoDB. My goal is to contribute to innovative projects, applying my proficiency in frameworks like React and Express.js, while continuously embracing emerging technologies. With a solid foundation in project management, collaboration, and Agile methodologies, I aspire to enhance user experiences and drive technological advancements in the ever-evolving field of web development.

\*\*Resume:\*\*

**JUN ZHOU**

**Phone: 0476100764**

**Email: zhoujun418331@gmail.com**

**Harrison, ACT 2914**

**Australia Citizen**

**Australia Full Driver License, Working with Vulnerable People Card**

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| **Education** |

**Information Technology Diploma**

TAFE NSW | 02/2023-06/2023

Relevant Coursework:

- ASP.NET Core MVC

- REST APIs

- Database - Microsoft SQL

- Project Design, Development, and Professional Practice

**Information Technology Certificate IV**

Canberra Institute of Technology | 02/2022-02/2023

Relevant Coursework:

- HTML, CSS, JavaScript

- JAVA, Python, C++

- Oracle PL/SQL

**Bachelor’s Degree in Company Management**

DongBei University of Finance and Economics (China) | 2010-2014

Major in HR and Business

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| **Skills** |

Programming Languages: Java, Python, C++, C#, JavaScript

Databases: MS SQL, Oracle SQL, MongoDB, Power BI

Web Development: HTML, CSS, React, Node.js,

UI/UX: Mockflow, figma, Canva

Framework/Libraries: Bootstrap, Express.js, jQuery, Mongoose, react.js

Cloud Deployment: Heroku, Github

Software Development: Git, GitHub, Jira

General: Dynamic 365, Office 365

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| **Experience** |

**Ausmate Website-Internship**

Ausmate Group | 10/2023-present

Company website: <https://www.ausmategroup.com/>

-Collaborated with a cross-functional team of developers and designers to create, enhance, and maintain web applications and websites, ensuring a seamless and engaging user experience.

-Demonstrated proficiency in front-end development, utilizing HTML, CSS, and JavaScript to craft responsive, visually appealing, and user-friendly web interfaces that met design and functionality requirements.

-Played a vital role in troubleshooting and debugging web applications, consistently optimizing performance and resolving issues to maintain the highest standards of user satisfaction.

-Contributed to a major project by collaborating on a comprehensive page redesign, resulting in the launch of a new professional e-commerce website that significantly improved user engagement and sales conversion.

-Gained hands-on experience with a wide range of full-stack technologies and tools, including WordPress, Bootstrap, JavaScript, Express.js, Node.js, MongoDB, Git, and Heroku, enhancing overall proficiency in web development.

-Actively participated in code reviews, adhering to industry best practices and coding standards to ensure the production of clean, efficient, and maintainable code, thus enhancing code quality and project outcomes.

-Played a key role in website performance optimization, successfully reducing page load times to an industry-standard response time of under 3 seconds, resulting in an improved user experience and search engine rankings.

**Software Development Project – Restaurant Web Application**

TAFE NSW | 02/2023-07/2023

GitHub link: <https://github.com/MeJoJu/BeanScene.git>

- Spearheaded the design and development of high-quality, reusable software solutions for business-critical projects.

- Collaborated extensively with cross-functional teams to craft detailed functional and technical specification documents.

- Executed comprehensive unit testing procedures to ensure top-notch quality and operational effectiveness of applications.

- Implemented Agile methodologies and reporting practices, resulting in the delivery of incremental value and fostering innovation.

- Scrutinized code meticulously to ensure exceptional quality, compliance, security, and fraud detection.

- Utilized Technologies: ASP.NET MVC core/C#, HTML5/CSS/JS, MSSQL, Git/Github

**Android Mobile App**

TAFE NSW | 02/2023-07/2023

- Conceptualized and designed wireframes, obtaining approvals for project milestones.

- Efficiently allocated resources, meticulously coded, and rigorously tested the final program.

- Created and developed web pages for various sections, including home, products, orders, membership, contact, and report problem.

- Utilized Technologies: HTML, CSS, JS, Mockflow wireframe, REST API, Heroku (cloud deploy), Google firebase(database)

Related project link:

<https://wireframepro.mockflow.com/view/MkLx4KHZjpb>

<https://github.com/MeJoJu/final-version-front-end.git>

<https://github.com/MeJoJu/final-version-back-end-code.git>

References available upon request

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Thank you for your assistance in optimizing my job application!