Job Application: The Journey

By: Dan Tran

Overview

> **Context**: Applied for a job at QUT (Queensland University of Technology)
>
> - **Web Solutions Developer**

The journey:

<div style="display: flex"> <div style="flex: 0.5">

Inception

- Locating the job advertisement
- Breaking down the job description
    - **Key Selection Criteria**
    - **Duties and Responsibilities**

Locating the Job Advertisement

Words-of-mouth:

- Referral from a supervisor

- Sent link to QUT Careers (job portal)

Explore **QUT Careers**:

- All job vacancies

- Prioritise by:
    - Submission deadline
    - **Internal** / External

Breaking Down the Job Description

Question: Is this job right for me?

Locate and **relate**:

- **Key Selection Criteria** - essential skills and experience
- **Key responsibilities** - day-to-day tasks

Circumstantial advantages:

- **Internal experience** with QUT systems
- **Worked with** the team before

Gather Letters of Recommendation

Whom to ask:

- **Supervisors** from three different roles (all current):
  - **Web Developer**
  - **Software Developer**
  - **Learning Materials Developer**

*Nice to have a **template**, but also ask for a **personal touch***

Note: found the job on **Friday**, application due Sunday

Preparing the Application - Resume

Identify **key skills** and **experience**:

- Two-page resume

- Order experience by **relevance** (not just chronology)

- Remove **less relevant** experience
  - **Voluntary** tutoring (not a teaching role)
  - Some **university** projects (some not web-related)

Preparing the Application - Selection Criteria

The recommendation letters are **great** for this:

- **Evidence** of skills and experience
- Shows appreciation from **other employers**

Structure - *STAR* method:

- **Situation** - context
- **Task** - what was required
- **Action** - what was done
- **Result** - outcome