

Skills Model Template: Answering Selection Criteria

The following sections approximate the paragraphs you will write to answer each of the selection criteria of the job you are applying for.

Selection Criterion

Write the criterion in bold type at the top of the page as it appears in the job description

Your Introduction

1. Positive Claim

Start with a positive claim that you have the required skill / knowledge / attributes.

One or two sentences.

2. Expand on your claim by describing the skills / knowledge you possess.

Use the Employability Skills and Attributes handout to pinpoint phrases and skills that employers are seeking.

Limit to 5 lines.

Set the Scene

3. Briefly describe an example of a time when you have successfully used / demonstrated this skill.

Where were you and what were you trying to do?

Limit to 3 lines.

Action Taken

4. Describe in detail how you applied the skill. This is the important part. Provide step by step behavioural descriptions of the actions you took. Use the Words the Work handout.

The bulk of your answer lies here.

Result

5. Say what the successful results of your actions were.

Keep it brief.

Finish

6. Link your skills / knowledge to the item in the selection criterion and tell them you can apply it to this new position.

One or two sentences.

If you are answering a selection criterion about your **knowledge** base use a similar approach:

- Make a positive claim that you possess the knowledge.
- Tell them where you acquired it (formal education or personal research).
- Explain how you keep it up to date.
- Relate that knowledge to what you expect to do in the job. How you would use it to carry out your duties?
- If possible, give some examples of when you have applied that, or similar, knowledge in past working situations.
- Finish with a promise to apply it to some item on the duty statement.