



➤ Career Relaunch Program: Applicant guide

We understand that returning to work after a career break can be challenging. That's why we developed a Career Relaunch Program to encourage and welcome professionals back into the workforce.

Recruitment process

- Advertising: April/May
- Shortlisting: June, based on candidate and date suitability
- Selection: July, behavioural interview, reference checks, offers extended, unsuccessful candidates notified
- Relaunch: July to September, program for successful candidates, potential ongoing employment opportunities assessed toward the end of the program – however, this can't be guaranteed.

Writing a compelling cover letter

This is your opportunity to demonstrate how your experience, skills, personal qualities and ambition relate to the role. Your cover page will ideally be one page or less with succinct information. You can certainly research how to write a cover letter, however try to be as authentic as possible, while keeping your cover letter professional. Try to include content about why you want to participate in the Career Relaunch Program and what it means to you personally. Address the key criteria outlined in the advertisement – mirror the language used or dot points as appropriate.

CV/resume tips

Ideally one to two pages – succinct is most effective. Ensure you tailor your CV/resume to include your skills and experience that are relevant to the job.

Use an easy-to-read font and avoid writing in third person – avoid using cluttered layouts, choose something that's simple and clearly laid out. Use concise bullet points when possible under clear headings.

Preparing for an interview

If you're successful through to the interview stage – congratulations. This will involve an interview to get to know you and understand your background, skills and experiences. This will include some behavioural-based questions which ask you to describe different situations you have been in or projects you have worked on, what actions you took and the results. You may like to familiarise yourself with this style of interviewing.

If it has been a while since you had an interview you may wish to ask a friend or family member to run through a mock interview with you. Being prepared for an interview can make a big difference on the day.

You may wish to take a notepad and pen into the interview with you. You are welcome to pause and take time to think of a response or to request to return to a question if needed.

Your interviewers are there to ask questions to get to know you – they understand you may be a bit nervous. Try to relax and be yourself as much as possible, this will allow your personality to shine through.



➔ **The Power of Commitment**