# Put your best application forward

## Tips for writing an application for a role with Community Corrections

Interested in applying for a case management role with Community Corrections at Queensland Corrective Services (QCS)? Follow the tips in this guide to complete the best application you can to improve your chances of being shortlisted!

### STEP 1 RESEARCH AND REFLECT

Do some research up-front to ensure you fully understand the role you're applying for.

Firstly, find out what QCS does so you can absorb how a case management role contributes to QCS and its mission. As a start, visit the QCS website and social media.

Read the role description carefully. Do your current skills and experience enable you to perform all – or at least, most – of the **essential requirements of the role**? How could your **individual talents** contribute to your success in such a role? For example, do you have a genuine interest in and empathy for helping people in the community, including those who may have complex needs? Do you consider yourself a good problem solver?

Ensure you can meet any mandatory requirements for qualifications, professional registrations or other conditions for this role.

Review the Application Guide in detail to ensure you're clear on the application process, what you need to do throughout the process and other relevant information about working for QCS.

### STEP 2 PREPARE AND WRITE

For your application, you need to provide a cover letter to accompany your resume. The letter should outline how you will perform the **essential requirements** in the '**Role Fit'** section of the role description, and how you can meet the leadership competencies for Queensland (Individual contributor). Read through these requirements and competencies and incorporate as many of them as possible into your response.

Your cover letter should be no more than two pages and needs to show:

1. How you are well suited to the role of case manager, based on the essential requirements and leadership competencies of the role
2. Examples of how your knowledge, skills, experiences and unique characteristics will help you do this role.

**Remember!** Skills are transferrable. This means you may have worked in a different industry to Corrections but have still gained skills that are applicable to this role. For example, working in a fast-paced, busy hospitality environment means you have skills to relate to people, prioritise tasks, manage your time effectively and cope in a busy, highly demanding environment.

**Remember!** this letter is not a repeat of your resume. Your resume outlines **what you have done in the past**. Your **letter of application shows how you can apply what you've learned** or experienced in the past to be successful in this case management role.

STEP 3

## CHECK AND UPLOAD

Give yourself as much time to prepare your information as possible and do a couple of edits of your draft - you want it to be an easy, straight forward read for the selection panel.

1. Check your resume. Is it current and complete?
2. Spell check your application and resume!
3. Proofread your application. Get a friend to review your application to make sure it reads well. If you don't have someone who can proofread your application, reading it aloud to yourself is a good way to identify anything may need rewording.
4. Get your application in by the deadline. Allow time for completing the online forms and for potential internet or website issues.
5. Ensure you upload all the documents required.

**Good luck with your application!**
**We hope to see you in a role with QCS soon.**