



Sharing stories, finding solutions

If you've got a job in mind...

The Koori Women's Place (KWP) are hosting

## Pre-employment support sessions

*Are you job ready? Been out of the workforce and don't know where to start? Have a job in mind and don't know where to start? Scared off by the Key Selection Criteria? Want to make yourself stand out with a personalised cover letter?*

*KWP are hosting pre-employment workshops to help you prepare for job applications and help you get an interview. Whether you're starting from scratch, or in the middle of an application - we can help you!*

*Workshops include:*

- Learn how to interpret a job advertisement
- Learn how to address the Key Selection Criteria
- Learn what employers are looking for in a cover letter and how to make your application stand out
- Promote qualities employers look for and determine if the job is the right "fit" for you
- How to make a good first impression
- Mock interviews to practice new skills
- Understanding the interview process
- How to answer difficult questions
- Leave the workshop with a targeted cover letter and examples for Key Selection Criteria's

*If you've got a job in mind bring in the advert & job description and we will get started.*

### Workshop details

**When:** Wednesday 13<sup>th</sup> November

**Time:** 10:30am-2:00pm (Lunch provided)

**Where:** Koori Women's Place  
292 Hoddle St, Abbotsford

Places are limited, please register by contacting our Koori Women's Place team on 9244 3333 or [kwp@djirra.org.au](mailto:kwp@djirra.org.au)

*How to find us: Hoddle St buses and Victoria Park station are with an easy walk of Djirra's KWP. Free 4 hour parking is available on Lulie St, Abbotsford.*

1800 105 303

[www.djirra.org.au](http://www.djirra.org.au)

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