**  
EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Work Placement Letter |
| **Task type:** | Written Response |
| **Value:** | 5% |
| **Length:** | 1 page |
| **Level:** | Transition In |

# Task Objectives:

* Communicate professionally with a potential work placement supervisor (communication; initiative; self-management)
* Apply academic learning in a workplace setting (learning; initiative and enterprise)

Task Rationale:This task enables students to start thinking about how to apply for jobs and the importance of first impressions when doing so. It is important to know how to structure a formal letter when applying for any job.

# Task Description:

For this task you need to write a **ONE page application letter**, the purpose of which is to *apply to undertake work placement* at a work place of your choice.

You **must use the template** provided in the course site to guide the structure and content of your letter.

# Additional information:

Students develop an understanding of the importance of writing a professional cover letter when applying for employment. Students felt the task was extremely beneficial as it not only provided them with valuable insight into the process of putting together an application letter, it also provided them with a template which they could use when applying for future employment.

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| **Criteria** | **Unsatisfactory**  **(0-2 marks)** | **Satisfactory**  **(2.5 marks)** | **Above Average**  **(3 marks)** | **High Achievement**  **(4 marks)** | **Outstanding Achievement**  **(5 marks)** |
| Stated interest in the position | **Does not** communicate adequate or genuine interest in placement at the organisation | **Limited** communication of interest in placement at the organisation | **Satisfactory** communication of interest in placement at the organisation | **Good ability** to communication of interest in placement at the organisation; knowledge of the organisation shows some further research | **Exceptional and genuine** communication of interest in placement at the organisation, knowledge of the organisation is evidence of further research |
| Information about applicant | **Passion** for industry is not evident  **No inclusion** of relevant personal information | **Passion** for industry is evident  **Limited** inclusion of relevant personal information | **Passion** for industry is evident  **Satisfactory** inclusion of relevant personal information | **Well-articulated** passion for industry  **Well thought out** inclusion of relevant personal information | **Strong** passion for industry is evident  **Discerning selection of**  relevant personal information |
| Communication | **Limited ability** to articulate thinking and/or to match skills with organisational needs | S**ome ability** to articulate thinking, and lists some skills that align with the needs of the organisation | **Sound ability** to articulate thinking and attempts to link skills with needs of the organisation | **High level** of ability to clearly articulate thinking and relates skills to the needs of the selected organisation | **Excellent** ability to clearly articulate thinking, uses professional tone and language throughout, and relates skills and qualities to the needs of the selected organisation |
| Presentation | **Lacks** structure  **Lacks** professionalism  **Poor** verbal expression and limited confidence displayed around the topic | **Occasional** satisfactory structure  **Minimal** professionalism  Displays **some** level of verbal expression and some confidence around to topic | **Satisfactory** structure  **Satisfactory** level of professionalism  **Appropriate** level of verbal expression and **satisfactory** confidence around the topic | **Very logical** and clear structure  **High level** ofprofessionalism  Incorporates a **high level** of verbal expression and confidence around the topic | **Highly logical** and very clear structure  **Exceptionally high** level of professionalism  Incorporates an exceptionally **high level** of verbal expression and confidence around the topic |