



**BARRA-GI JOB
APPLICATION
INFORMATION PACK**



The conversation that started a business

I had a conversation with a friend of mine not that long ago. He lives in Sydney, works in construction, and was telling me that most of the time he's the only Indigenous person on the building site. I'll admit that I was a little shocked, but when I started thinking about my own experiences of employment, I suppose I shouldn't have been.

It got me thinking about why that is.

Why aren't there more Indigenous Australians working in the construction sector, particularly in Sydney?

I want to change that.

There's so much talent out there just waiting for the right opportunity with the right employer to come along. The opportunity to work hard to create a long term career, bringing with them a unique set of skills and relationships.

Raelene





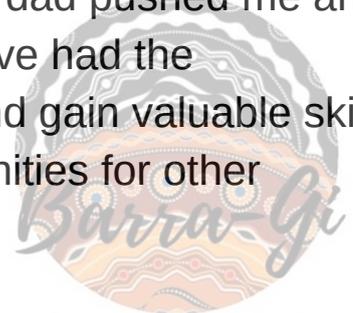
BARRA-GI

It was out of this idea that Barra-gi was born. I chose the name Barra-gi because it means to fly or soar in the Kamilaroi language. This is exactly the vision that I have. To give Indigenous people the confidence, skills and determination to grow their wings and fly. I am a proud descendant of the Kamilaroi and Yuin nations, and I would be excited to work alongside you and your business to create amazing opportunities together.

Where I'm coming from

I started Barra-gi in 2019 to utilise the skills I have gained throughout my employment history, and to channel my passion to make a positive impact within Indigenous communities. My vision is to work alongside businesses to actively work towards Closing the Gap in Indigenous employment. And secure incredible, talented staff in the process. Together we can make a difference and create opportunities for sustainable employment for Indigenous people.

My passion extends from my childhood. My father worked as an Indigenous police officer, and as a child my mum and dad pushed me and my siblings to work hard and pursue our dreams. I have had the opportunity to work with some amazing companies and gain valuable skills along the way. My goal is to create the same opportunities for other Indigenous communities and give back.



Giving you wings to fly



Job application pack

We have put together this information pack just for you. I remember my first job, I left school and stepped straight into a traineeship with the Aboriginal Education Unit at Charles Sturt University in Wagga Wagga.

From that point on I have had amazing opportunities to work with some pretty awesome companies and learn skills that have helped start this business. I understand how daunting it can be to put together a resume and application letter to give to a potential employer. I also understand how putting all your amazing qualities onto paper can be hard, that is why I have sourced amazing talent to help you gain the confidence you need to put your best foot forward.

As you grow and gain valuable transferable skills your resume will grow, it is important to understand how selling your qualities to potential employers can be valuable in gaining the position you applied for.

We hope this information pack gives you the insight we intended when designing it.





Thank You

Thank You for taking the time to download your pack, we're excited for you to start your journey. If you need any assistance or just want to share your experience with the information we provided we'd love to hear.

Good luck!

Contact me:

Email: Raelene.T@Barra-gi.com.au

Phone: 0444 551 545

Website: www.Barra-gi.com.au





Giving you wings to fly

Street address

Suburb, STATE, postcode

Contact number

Date (keep the same date format throughout your application)

Dear Mr. Homunculus, (if the ad does not state who to address the letter to, call and find out) I am applying for the position of Sales Assistant at Homunculus Park. I have recently completed a Cert II in Retail Services and understand the importance of creating a memorable experience for customers, I have experience working in fashion retail.

In this role, I have demonstrated a range of relevant skills, including customer service, problem-solving, and reliability. This part is where you will introduce yourself and your current position/school. If the position is identified, let the reader know where you are from.

Now it is time to express your interest in the position you are applying for. If the advertisement has a job number, remember to quote it exactly. Also add where you saw the advertisement and where, for example, the Koori Mail on 6th May 2020. This will show an eye for detail, and the person receiving your application will be able to identify which position by the job number, and for future marketing purposes when they also see the location.

I have also volunteered at school events and have experience greeting and communicating with parents and members of staff. I am able to work a range of shifts, including night and weekends, and am able to get to work early in the morning for opening. Please find attached my résumé which further outlines my relevant skills and experience

.In this area, you will need to add your skills and experience, start with your most recent position. Remember to use keywords, and respond to theirs this is where the employer has stated the type of worker they are seeking. Read the Advertisement carefully, highlight any language you can use, and reflect on your application.

I welcome the chance to talk with you about this opportunity as I think I am a good match for this position. Thank you for your consideration

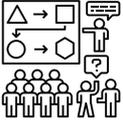
.Kind regards

Your name

Remember employers will use phrases like:



Must have experience – you need to expand on your experience



Demonstrate – you will need to explain how you utilised your skills

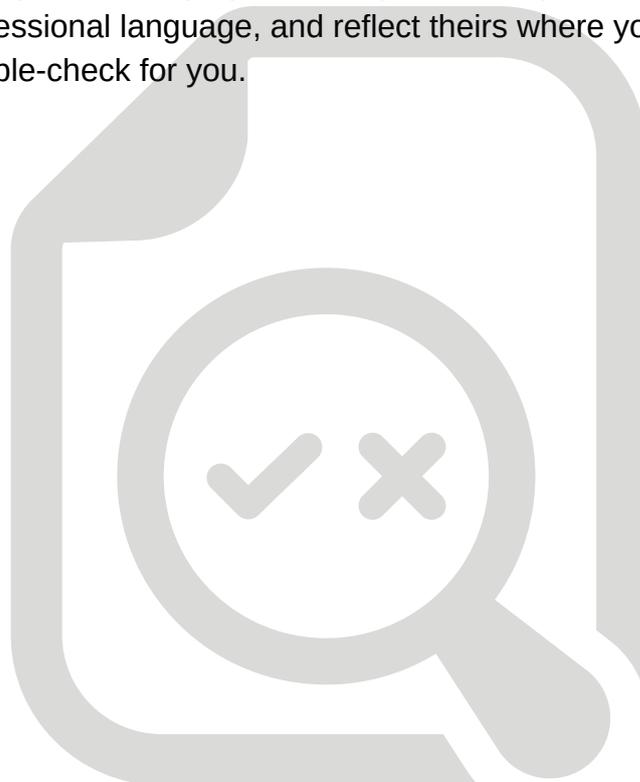


Ability to – expand on how you can do this task with an example



Knowledge of – explain how you gained this knowledge, use examples using key words that relate to the system they are asking about.

Ensure your cover letter is only one page. As you wrap up your letter, let them know you are confident, hard-working, and keen to discuss this opportunity further. Again, state how you can be contacted and move onto proofreading again and again. Make your letter personal, do not use a generic letter, use a professional language, and reflect theirs where you can, ask a friend, teacher, or family member to double-check for you.



Avoid these mistakes!

Calling the employer or business by the wrong name

This is an easy mistake and the main reason why you should be proofreading and double-checking your work. This can happen when you are sending out application after application, especially if your letters are generic.



Errors!!

Making errors in your application letter shows your potential employer you do not care enough to re-read, this can also lead to ending up the unsuccessful pile. Always complete spell checks and watch your grammar.



Leaving out important details

Be clear in your letter, let your potential employer why you believe why you fit into their business. Let them know your achievements, awards, and experience..... you can even use personal experiences.

Checklist



My letter is one page



My letter has today's date



Easy to read/follow and looks professional



Double checked spelling of person I am addressing to



I have the job title and reference number



Double checked spelling and grammar



I have added my contact details



I have used keywords



I have expressed my interest and why I believe I am suitable for this position



Formally signed off my letter



NAME HERE

PERSONAL PROFILE

Write all the amazing things about yourself that you can think off. Writing about yourself can be hard, but this is where you can sell all your great qualities.

WORK BACKGROUND

Current position

PLACE OF EMPLOYMENT - DATES ARE NEEDED

Give a short description of your duties. Or if you like you can always put them on dot form.

SCHOOL

List your school and current grade

List subjects

List previous schools

CONTACT DETAILS:

Home:
Mobile:
Address:
E-mail:

MY REFERENCES

Name:
Work:
Title:
Email

It is best to provide 2, but no more than 3 references. Make sure you let your reference know you have applied for a position and you provided their details.

Resume tips



Some people like to add their photos to their resumes, but it is not necessary to have on there.



Include your contact details, name, address, email, and phone number. If you do use social media, tidy that up!



The personal profile is your 'elevator pitch', this is your time to shine and tell the potential employer why you are suitable for this position.



In the work background/experience list all paid and unpaid opportunities, always start with your current. If you have no work experience, remember it is ok to use personal experiences.



Skills and achievements! never be shy to fill this area up. Awards, courses, etc. Also remember communication skills, technology skills - all the skills you get from school.



Remember 2 people, tell them you have applied for a job, and used them as a reference.

Checklist

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 Double check you have all your contact details and they are updated and correct

 Keep your resume easy to read with a font like Calibri or Arial size 11

 Update your resume regularly, always use keywords from potential employers

 Try to keep your resume to 2 pages

 Always start with most recent experiences

 Think about who you can use as a good reference, you want someone who will speak highly and positive of you

 **PROOF READ**

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