

Application Guide

Hints and tips

To apply for a vacancy at James Cook University please submit an online application via the [Careers@JCU website](mailto:Careers@JCU).

APPLICATION ADVICE

- Prior to commencing your application, please ensure you have downloaded the role profile to determine your ability to meet the inherent requirements of the role. Prepare your application with the following information:
 - **Resume/CV; tailored to highlight your relevant experience in relation to the requirements of the role, including key achievements from current or former positions**
 - **Covering Letter; 1-2 page introductory letter discussing your motivation in applying for the role and how your skills and experience will ensure your success in relation to the Key Requirements for Success listed in the role profile.**
- Save the application documents separately as you will be prompted to attach them individually.
- Once your documents are prepared, click on 'Apply Now' at the bottom of the advertisement and complete the application form, attaching your documents in the appropriate sections.
- Once you have successfully applied, you will receive a confirmation email acknowledging receipt.

FURTHER INFORMATION

If you have any queries, require further information, or want an update on the status of your application, please contact the person listed in the contact section of the vacancy.

SYSTEM REQUIREMENTS

Due to our online system requirements, it is important that you:

- refrain from using punctuation (commas, full stops, etc.) when completing the online form and in file names for attachments;
- ensure attachments are either a MS Word or PDF format, they are smaller than 10 megabytes, with a maximum of 5 attachments;
- ensure the file names of your attachments are fewer than 30 letters without special characters;
- have prepared all the required information before commencing your application, as unfortunately it is not possible to save and continue your application at a later time.