Applying for E12

A guide
This guide is designed to help you break down the process of writing a scholarship/admission application into a series of manageable steps.

The steps are grouped into two sections:

- **Preparation**
  - *Planning*

- **Performance**
  - *Writing*
The E12 application has two parts:

- a resumé
- note that if you are applying for a Bachelor of Arts (Media and Communications) your resume should detail your media skills and experience.
- an application with three specific questions to answer.

Approaching both these parts step by step can help you properly address your audience and produce a more successful application.
A few notes before you start:

**Why are there two stages?**

Students and other applicants often forget the audience they are addressing.

It’s normal to focus on yourself when you’re figuring out how to showcase your achievements. That’s fine for PREPARATION.

But ultimately you’re writing for an audience, and this is why for PERFORMANCE you need to switch focus.
A few notes before you start:

How much time should you spend on this?

- Probably more than you think you’ll need.
- **Read through the slides for each step first** and decide how long to set aside for each one. Maybe do one each day.
- Leave yourself time at the end for having another person read your documents.
A few notes before you start:

- PREPARATION writing can be dot point or note form. PERFORMANCE writing should be full sentences and coherent paragraphs.
- Writing applications is something you’ll do regularly, but it’s not easy, even for experienced writers. Don’t worry if you find this difficult at first.
PREPARATION 1: APPLICATION
The Application Preparation section helps you gather information you’ll need to answer these questions:

• Other than your regular schoolwork, consider activities you have been involved in, or **achievements which are meaningful to you**. These could be sports, cultural, community or school leadership activities. Select the one which best reflects you and describe why you undertook this activity, what you learned from it, and how it may be relevant to your future.

• What would you consider your three best academic achievements? Of these, select your proudest achievement and describe why it is important to you, the challenges you faced and how you overcame them.

• Tell us why you want to study the course you have chosen, (include any experience you may have had that relates to this course). What is your interest in this area and what do you hope to achieve from studying this course?
1. Create a list of your extracurricular activities

“sports, cultural, community or school leadership activities”

- List things you did at school that weren’t in class and things you did outside of school.

- Note for the BA (Media and Communications) these should be relevant to the course, for example work experience in community radio, print journalism or other areas of media.

- Try to focus on Year 10 and later.

- Don’t forget about casual employment.

- Link relevant experience to your chosen course.
2. Analyse the elements: why, what, how

As the question says, you only need to choose **one** for your final answer. But select two or three for now and write down:

<table>
<thead>
<tr>
<th>Why you did it</th>
<th>What you learned from it</th>
<th>How it may be relevant to your future</th>
</tr>
</thead>
<tbody>
<tr>
<td>What drew you to that activity? Why did you keep doing it?</td>
<td>Focus on personal development as well as technical and interpersonal skills.</td>
<td>Try to imagine how these experiences might fit, even though it’s hard to see ahead. Don’t select experiences that are definitely irrelevant!</td>
</tr>
</tbody>
</table>
2. Analyse this list for transferable skills

• Transferable skills are those that can be applied to many different areas of work. They are very valuable to employers and institutions.

• [Click here](#) for a list of transferable skills to get you started. What transferable skills have your extracurricular activities taught you?

• What you come up with can be used in both your résumé and your answers to the questions.
3. Create a list of academic achievements

- eg high marks or significant improvement
- Personal satisfaction
- Broader recognition (principal, community)

Choose two or three and brainstorm:
- Why are you proud of them?
- What did you have to overcome to achieve them?
4. Research your chosen faculty

E12 applications are made to a particular faculty. You will need to show that you:

a) know something about that faculty
b) have some reason for wanting to study there.

This is preparation not only for answering the questions, but for getting to know your audience.
4. Research your chosen faculty

From the University’s **home page**, select the faculty (or school or department) you’re applying to.

- What are the research interests?
- What can you learn about the courses being taught?
You should also familiarise yourself with the University’s graduate attributes.

The University’s **graduate attributes** are values and skills that the University expects students to hold once they finish their studies.

Knowing what they are helps you to understand what your audience values.
5. Brainstorm

• Why do I want to study X course at Y faculty?

This relates directly to Q.3
PREPARATION 2: resumé
Preparation: resumé

- This section will help you to gather information for the resumé you will submit.

- The resumé allows the faculty to learn a bit more about you.

- It’s a document with a fairly strict formula, so using templates can help.
6. List of transferable skills

Remember the list of transferable skills from Step 2? Please find it.
7. Find evidence for the claims

• Using this list, sketch out evidence you can use to support your claims.

Like this:

**Communication Skills**

• Provided a high level of customer service to customers of Triangle News. Recommended products and services to suit customer’s needs.
• Presented to 200 Yr 10 students at my former high school at ‘Careers Week’.
• Regularly write articles for web-based surfing magazine ‘Hang Ten’.
8. Make a resumé draft

This is a template of a good school leaver’s resumé. For your draft, feel free to follow it. *(Career objective is optional)*

[Good school leaver resumé](#)
E12 APPLICATION SUPPORT

PERFORMANCE 1: APPLICATION
• You’ve finished your prep and have several pieces of note-form information about yourself and your course to help you answer the application questions.

• You also have a draft resumé in an accepted format.

What’s next?
1. Application

- This is where you select the most persuasive parts of your preparation material. You now know a bit more about your audience (the University and the faculty) and about yourself.

- TOP TIPS:
  - Read the questions carefully.
  - Avoid a lengthy narrative.
  - Only select relevant experiences.
2. Style tips

• Formal English is conventional. Use contractions (such as ‘it’s’ and (‘he’s) and colloquialisms sparingly.

• Elevate the language, but look for balance. Too much ornamentation sounds pretentious, and plain speech is still the most direct.

• Let the reader get a sense of who you are. Don’t get lost in the crowd.
My three best academic achievements have been my first ranks in Geography, Modern History and General Mathematics in year 11, qualifying and being selected for Advanced and Extension 1 English in years 11 and 12, and band 6 marks in all Modern History essays.

I am especially proud of qualifying for both English classes as English has never been my strongest subject and whilst I have struggled over the past two years, I have persevered and gained a greater understanding of literature and life in these classes than I ever could have in Standard English. Extension English, in particular, has had a profound effect on me, forcing me to become aware of the state of the world in the 21st century and driving my dream to help change, solve and reverse many of the problems now facing the global community.

... but how did she overcome difficulties?
6. Edit résumé

• LEAVE OUT what is not relevant to your submission
• EXAMINE your skills claims. Have you provided a demonstration of those skills?

Go back to Preparation 7. if not and revise
1. Proofing by yourself

Get a ruler, place it underneath the last line of text, and work upwards reading each line. Have an online or print dictionary so you can check spelling and pick up typos.

Also look for inconsistent formatting on the resumé — bolding, indents, spaces.
2. Another pair of eyes

Get someone else to read your resumé and application out loud. Listen, and if they stumble or lose their place, review the writing.

If a teacher or careers adviser can read your application, even better.
You’re finished!

Good luck