

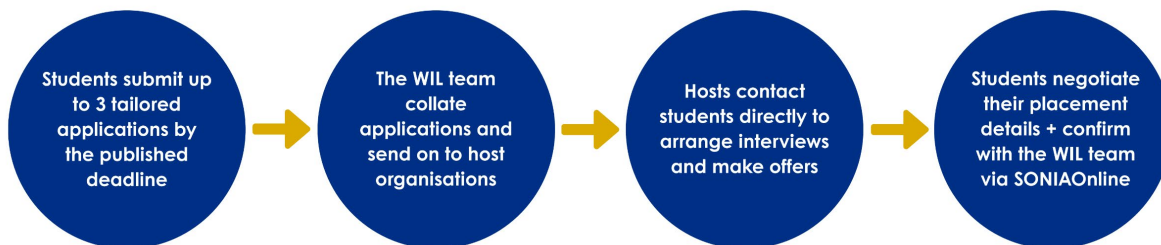
Applying for a WIL-Sourced Placement

Navigating Recruitment and Securing Your Placement

The WIL Team can support you in applying for a WIL-sourced placement or help you approach employers you are keen to work with – we call this self-sourcing.

To increase your chances of securing a placement we recommend a combination of both self-sourcing and applying for WIL-sourced opportunities.

Each semester the WIL Team seeks out placements from new and existing host contacts. Students who have completed their EOI STAGE 1 checks in the WIL placement program may submit applications for these opportunities. The application rounds generally work as follows:

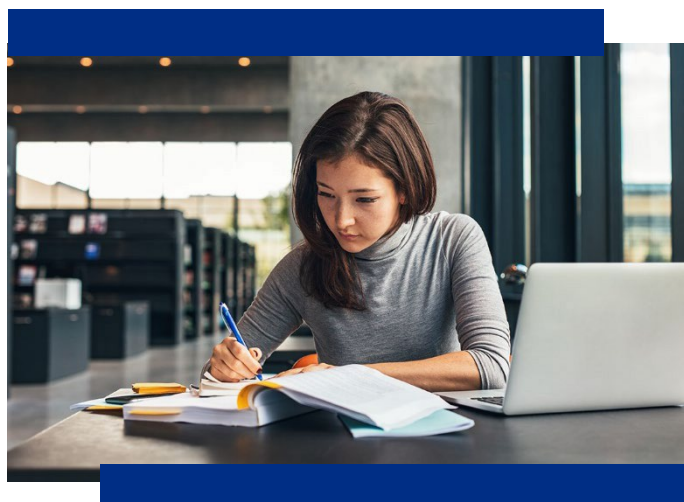


The important dates for each application round are published on the [SONIA](#) homepage. An application *must* include a tailored cover letter and resume, any **additional** requirements will be outlined in the advertisement. Please note that architecture students are required to submit a portfolio – either via PDF or an accessible link in their cover letter.

Essential Application Resources

Your resume and cover letter should reflect your interest in the organisation and the advertised role. The [UWA Careers and Employability Centre](#) offers individual appointments between 9am and 5pm on weekdays. As a student, you have access to multiple resources, including the selection below. To ensure your application is a good reflection of your experience we expect you to read through the following fact sheets, attend the corresponding workshops, or watch the recorded video sessions:

- [Creating My Cover Letter](#)
- [Selection Criteria FACT SHEET](#)
- [Résumé FACT SHEET](#)
- [Articulating your skills FACT SHEET](#)
- [UWA Careers and Employability Workshops BOOKING PAGE](#)
- [Job Search Strategies VIDEO](#)
- [Professional Resume VIDEO](#)
- [Cover Letter VIDEO](#)
- [Interview Skills VIDEO](#)
- [INTERVIEW360 – Practice your interviews](#)



Our Expectations and Advice

When students are participating in the WIL application rounds the WIL Team expects the following:

- Students may only submit 3 applications in each application round. DO NOT apply for any placement you would not accept immediately if made an offer.
- You will only be allowed to submit your application once! Ensure you have followed all instructions in the advertisement before hitting send.
- Your application (*cover letter and resume*) must be tailored to the specific position you are seeking. Take the time to review the placement advertisement, research the company, and express genuine interest in the position.
- If you cannot be contacted, you cannot be interviewed or offered a placement. Make sure your cover letter clearly states if you have plans to be overseas during the interview period, or if you can only be reached by email, etc.
- Your application should be submitted as one PDF document of no more than 20 MB in size (including a portfolio if required) – this keeps your formatting professional for hosts.
- The PDF naming format must be *STUDENT SURNAME_STUDENT FIRST NAME_INTERNSHIP NAME_COMPANY NAME*.
- Regularly check the email and contact phone number you provide in your application for host contact – including your junk and spam folders! Also, check your student email for contact from the WIL Team.
- Ensure you have both a professional voicemail message for host communication and an email signature (*name, course you are studying, and university*). Remember email is a professional communication platform, start with a positive and pleasant form of greeting, and read your email through before you send it.

Remember:

- **Your application should not be generic.** We can tell when you have mass-produced an application and simply changed the name of the company in your cover letter, and our hosts can too! Our experience is that this will not get you a placement, or a position in the real job market.
- **Your application should not indicate that you MUST take a placement.** Your host would like to imagine you want to do the placement they have advertised – not have to! Plus, this is often not true – WIL units are typically elective or option units. If you think you **must** do a WIL unit to graduate, you need to speak with your student office, as enrolment in WIL cannot be guaranteed.
- **Your application should not use informal language.** This is a piece of professional communication and could serve as a living document for future applications. Treat this as a trial run and invest time in it now.
- **Your application should not be submitted before double-checking the requirements.** Ask someone to proofread your application, if this is not possible read it out loud to yourself or select the 'Read Aloud' option in Word. Check your formatting, your English spelling and grammar, and your contact details. Then combine your cover letter and resume and save them as a PDF in one document.



AI Application Generators

The WIL Team strongly recommends using the resources endorsed by the [UWA Careers and Employability Centre](#) (including [VMock](#)*) to ensure that your application is an accessible and accurate picture of **you** as a candidate.

Your application sets your host's expectations of you as a candidate. Recent hosts have provided feedback that AI-generated applications (primarily cover letters) have not been a true reflection of a candidate. While tools like ChatGPT can be a useful *support* to students in the application process, it is important your final documents reflect a genuine picture of your suitability for a role.

* VMock is a resume-checking AI software platform, which provides you with resume templates and a framework to develop a professional resume. For more instructions, read: [VMock Aspire User Guide](#) although this guide primarily refers to reviewing your Linked In profile the detail on interpreting the feedback is relevant for Resumes as well.

Next Steps

When are applications sent to hosts?

The WIL Team collates the applications submitted by students and emails to host companies AFTER the closing date for the advertised placement.

How do I know if I have an interview?

Once the applications are received, we encourage hosts to contact you directly to arrange an interview. This could be from the day applications are received up to 2 weeks after.

What if I don't hear anything?

If you don't hear from the Host by the published outcome deadline for the application round, assume you will need to apply for more placements in the next round or review the self-sourcing resource to widen your search. The WIL Team also strongly suggests enrolling in a back-up unit in case you are not successful in securing a placement.

What if I am made an offer?

Do not wait to accept, hosts want students who are enthusiastic about the position they are offering. Accept the first offer that is made to you within 24 hours, if you were called then accept by phone and follow up with an email. When you are successful in securing a placement, register this in your 'Acceptance of Offer' form in SONIA.

How do I enrol in a WIL unit?

Once you have let the WIL Team know you have accepted a WIL-sourced placement they will email you a confirmation email and next steps to enrol. You cannot enrol into a WIL unit until you have this email to provide to your SAO as proof of WIL Team approval of your placement.



The students we see starting early, tailoring their applications to advertised positions, reading and responding appropriately to emails/ phone calls, and engaging with SONIA are the most likely to secure a placement and enrol in a WIL unit. We are confident that, if you put these steps into practice, you will increase your chances. Good luck!