



Put your best application forward

Tips for applying for a Professional Mental Health Services role

Are you interested in working with **Queensland Corrective Services**?
Follow the tips in this guide to showcase your skills and experience and improve your chances of being shortlisted!

STEP
1

RESEARCH AND REFLECT



Do some research up-front to ensure you fully understand the role you're applying for.

Find out what Queensland Corrective Services (QCS) does so you can understand how the role you're applying for contributes to QCS organisational vision and wider objectives, such as how we contribute to community safety. A great place to start your research is the [QCS website](#). QCS social media accounts can also provide valuable insight.

Read the role description carefully. Consider how your current skills, individual talents and experience would enable you to perform the essential requirements of the role. What are those skills and experiences that will help you to work effectively in a multidisciplinary team, and implement evidence-based assessments and brief interventions for adults with complex needs?

Ensure you meet the mandatory requirements for qualifications, professional registrations or other conditions of the role. For example, do you hold registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA)?

Review the Application Information Guide which has additional information about QCS, how to apply and the benefits of working with QCS.

STEP
2

PREPARE AND WRITE

As part of your application, you **must provide a cover letter** to accompany your resume.

Your cover letter is your opportunity to outline how your skills and experience demonstrate how you can perform the **essential requirements** in the 'Role Fit' section of the role description, and how you meet the [leadership competencies for Queensland](#) (Individual contributor).

Read through these requirements and competencies and incorporate and link your skills and experiences to as many of these as you can in your cover letter.

Your cover letter should be no more than two pages and should evidence:

1. How you are well suited to the role based on the essential requirements and leadership competencies of the role;
2. Examples of how your knowledge, skills, experience and unique characteristics will enable you to sufficiently perform the tasks and duties of the role.



Remember! This letter is not a repeat of your resume. Your resume outlines **what you have done in the past**. Your cover **letter shows how you can apply what you've learned** or experienced in the past to be successful in a QCS professional mental health services role.



SKILLS ARE TRANSFERABLE

This means even if you have worked in a different Industry to Corrections, you may have had similar experiences that have helped you to gain skills relevant to this role.

For example, work experience within student placements, undertaking your studies and even completely different work such as casual or part-time hospitality, retail or other roles can provide you valuable skills and experience in working with others, dealing with a diverse range of people and putting your learnings into practice. Do not discount your ability to work in a correctional setting if this industry is new to you!

STEP
3

CHECK AND UPLOAD



Give yourself sufficient time to prepare your application.

Do a couple of edits and reflect upon your application. You want it to be specific and straightforward for the selection panel. Consider these points:

1. Check your resume. Is it current and complete?;
2. Spell check and proofread your cover letter and resume;
3. Get a friend to review your cover letter and resume to make sure they read well. If you don't have someone who can do that, reading it aloud to yourself is a good way to identify if anything may need rewording;
4. Get your application submitted before the close date. **Allow time** for completing the online forms and for potential internet or website issues. This is not something you want to be worrying about in the minutes before the close date;
5. Ensure you upload all the documents required;
6. Click submit and monitor for contact from the selection panel post application close date.

Good luck with your application!
We hope to see you in a QCS
professional mental health services role
soon.



Need more information? Visit this site to find out more about QCS and Mental Health Services careers.

[Queensland Corrective Services](#)

