



Application Hints & Tips

UQ Pro Bono Centre

Applications for pro bono work and other volunteering roles are becoming increasingly competitive. When you apply to volunteer for a task through the UQ Pro Bono Centre, you are expected to write a supporting statement highlighting why you are the best candidate for the role. This is a vital skill to master and will be relevant when applying for various positions throughout your career.

What makes an application stand out?

Cover the basics:

- Have you read the position description and highlighted any key skills or selection criteria?
- Have you addressed these criteria/skills in your written application (with supporting evidence)?
- Have you told us why you are the best applicant for the role?



More hints and tips

- Follow the recruitment process advertised.
- If you are applying for multiple positions, tailor your application statement to each role.
- Don't forget to proof-read your application!
- Supply an up-to-date resume, and include any volunteering/pro bono experience you have already undertaken.
- Research the pro bono partner organisation to understand more about the task advertised and how you can contribute.

How to write a supporting statement

1. State your motivation(s) for applying

The best applications are often from students who are genuinely interested in working with a particular organisation or in a specific area of expertise. If you don't have work experience that matches the role description, passion for the subject area can make your application very persuasive. If you can back up your motivations with previous work/study experience - even better!

2. Outline how you can contribute to the task

Demonstrate the specific skills called for in the position description. You can provide examples from your work experience and/or studies - all experience is relevant. Try to avoid referring to skills without providing evidence, or listing attributes that are difficult to qualify or prove (e.g. "I am hard-working and honest." Most organisations will assume that all students are hard-working and honest!)

Please be mindful that some roles will require your resume/supporting statement to be directly forwarded to a pro bono partner organisation.

Application sample

"I will be entering my last semester of the LLB program and I yearn to work with the Pro Bono Centre a final time as a law student volunteer in this important service. My participation in ongoing pro bono activities has allowed me to develop a keen social justice mindset, empathy and compassion for others (particularly for marginalised groups of society), and an ability to transform complex legal material into ascertainable and communicable language for a layperson client.

I have recently completed Civil Procedure alongside the legal research project at Manning St Project where I engaged in researching access to justice issues associated with court transcript accessibility. I am therefore abreast with current and common issues arising for people involved in civil proceedings, as well as having the meticulous research abilities to find procedural information of the law efficiently.

Furthermore, having also just completed a semester of Clinical Legal Education, I have recently bolstered my skills in collecting client information and organising this into a database and structured format, providing administrative assistance to the clinic in the form of e.g. providing supervised advice to clients, as well as drafting legal letters and documents for clients."

195 words

Looking for more help?

Feel free to make an appointment to discuss your applications in more detail.

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