

Master Written Applications

ACTIVITY BOOK



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STUDENT NAME

STUDENT NUMBER

Employability Edge

jcu.edu.au/employability-edge

Activity 1

Identify the *keywords* and *phrases* from the following job advert that indicate requirements of the position. Write 2 – 3 sentences to describe your experience liaising with stakeholders or analysing results of a project.

Queensland Government – Policy Futures Graduate Program

Policy Futures is a 2-year program that provides recent graduates an opportunity to make a positive difference to Queenslanders through the development and implementation of innovative, community focused government policy.

By participating in this leading graduate development program, you will use your expertise to shape the Queensland Government's approach to addressing major challenges in health, education, environment, infrastructure and more.

Who we are looking for

Policy Futures is a dedicated policy graduate program, aimed at developing Queensland's future policy makers. We're looking for graduates with real passion and potential, and a genuine desire to make a difference to the communities of Queensland.

Policy is a diverse field that requires input from all degrees and disciplines. Whatever you studied — from law to accounting, creative industries to social work - it's likely that your insight and experience will be of value.

We want to hear from you if you are:

- high performing
- outcomes focussed
- forward thinking
- customer focussed and community minded
- resilient, resourceful and agile

KEYWORDS

PHRASES

Activity 2

Find a job advert for a graduate role in your discipline. Write the first two paragraphs of your cover letter for the position. What will make the employer read on?

INTRODUCTION

WHY YOU

Activity 3

Write a Career Statement, Professional Summary or Profile to use in your resume when applying for your dream, graduate job.

For example:

1. I am an IT graduate with excellent skills in project leadership, problem solving and analysis. I have strong communication skills developed while working in a Desktop Support role for three years providing solutions to non-technical users. I have undertaken multiple project using XXXX and XXXX programs.
2. I am a Business graduate with majors in Human Resources and Management. I have achieved excellent academic results and my work experience demonstrates my ability to juggle multiple tasks and work to deadlines. My goal is to XXXXXXXXXXXX
3. I am a motivated and caring final-year Nursing student with a passion for rural nursing. In addition to my studies, I have over eight years' experience in customer service roles in medical practices and I am ready to use my up-to-date skills and knowledge in my new career as a Registered Nurse.

Activity 4

Using the table below, think of some specific examples where you have demonstrated the following attributes and experiences that graduate employers are seeking. These examples may be from paid work, university study/placements, community service/volunteering, extra-curricular activities (clubs and societies).

SKILL REQUIREMENT FOR A GRADUATE POSITION	SPECIFIC EXAMPLES OF HOW YOU MEET EACH REQUIREMENT
Have well developed written and oral communication skills	
Have strong interpersonal skills	
Work well as a member of a team	
Are a critical thinker	
Are innovative	
Can solve problems	
Use your initiative	
Are flexible and agile	

Activity 5

Write a response to the following application criteria:

Demonstrated, well-developed written and oral communication skills, including interpersonal and negotiation skills, with the ability to develop and maintain collaborative working relationships with various stakeholders.