

# Master Written Applications

ACTIVITY BOOK



JAMES COOK  
UNIVERSITY  
AUSTRALIA

STUDENT NAME

STUDENT NUMBER

Employability Edge

[jcucares.info/edge](http://jcucares.info/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 (2020)**

The Policy Futures Graduate Program provides a challenging, rewarding career experience for recent university graduates who are passionate about making a real and tangible difference in their community.

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***

As a graduate in the Policy Futures program, you will learn to apply your knowledge and work with expert teams to develop policies for the Queensland Government. Your day-to-day responsibilities will include conducting research, liaising with stakeholders, analysing results and mapping out courses of action.

It's a dynamic space that will see you directly responding to the big issues facing Queensland.

We're looking for graduates who have a keen interest in government policy and programs. You will display a genuine desire to make a difference to the communities of Queensland.

Along with an interest in big picture issues, you'll be a good fit for the program 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 you 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.*