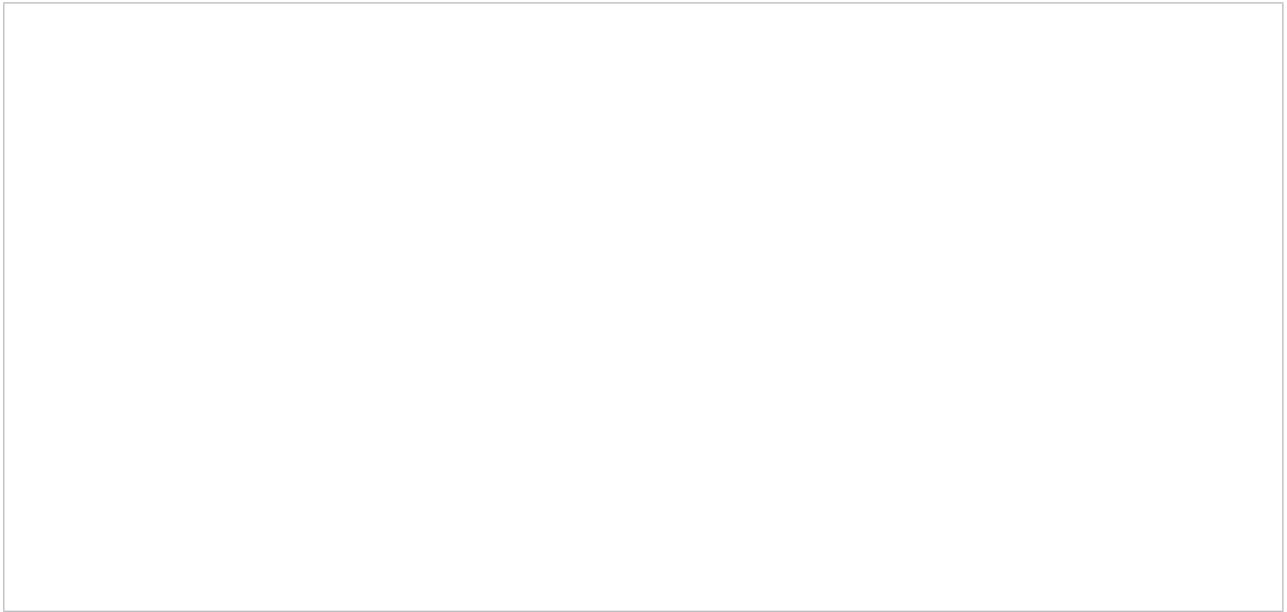


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Activity 1

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

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?



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

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).



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.