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An effective 1000 word summary

Landing the job of your dreams

A 1000 word summary is your chance to tell us why you are the right person for the job. We want to know why you want to work at the Department of Jobs and Small Business, why you are interested in the role, what you can contribute, and how your attributes, skills, knowledge, experience and qualifications will ensure your success in the role.

Your response should include relevant examples that demonstrate your ability or potential to develop the skills required in the position overview.

You do not need to use a different example to demonstrate each of the skills required in the position overview. For example, if the position overview states we are looking for a confident communicator, the ability to problem solve and work as part of a team, you could use one example that demonstrates all of these skills. You could then use another example that demonstrates the remainder of the skills required.

Consider using the STAR Method when detailing your examples.

The STAR Method:

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|-----------|---|
| Situation | What was the situation? |
| Task | What tasks were involved in that situation? |
| Action | What actions did you take? |
| Result | What were the results of those actions? |

The STAR Method enables the selection panel determine the context of the situation, what the task was and what actions you took to achieve a result.

Situation: Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalised description of what you have done in the past and should give enough detail for the panel of assessors to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview.

Task: What was the goal/objective you were you working towards?

Action: Describe the actions you took to address the situation. Ensure you include an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what contribution did you make? Be careful that you don't describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result?

Result: Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organisation or team