

Materiel Graduate Scheme

Materiel Undergraduate Scheme

Materiel TAFE Employment Scheme



Hints & Tips

Applying for Entry Level Programs in the
Defence Materiel Organisation

(Some of the information in this guide is taken from “Hints & Tips – Writing Public Service Applications” Graduate Development Program intranet site)

Your Resumé

The purpose of your resumé, curriculum vitae, or CV is to tell the assessor a little about you, your background, and experience.

There are some things that should be included in a resumé and some things which are optional.

Your resumé should definitely contain:

- Full name,
- Address,
- Contact details,
- Citizenship status,
- Employment history,
- Educational qualifications,
- Trade qualifications,
- Referees

You do not need to include:

- Age or date of birth,
- Country of birth,
- Marital status,
- Religion
- Interests and hobbies

Tip – Remember – You must be honest. *Once you provide detail about yourself on your resumé, should also be prepared to answer questions regarding any information you provide.*

Your resumé can be written in any format. It should be clear and concise, using dot points and sub headings. This will allow the panel to quickly locate relevant information.



Limit your resumé to 2 or 3 pages and only include in it information which is relevant to the position for which you are applying.

Tip – *Much of the information requested in the on-line application form will already be contained in your resumé.*

Your resume and application will create the first impression the assessment panel will have of you. Make sure you appear professional and never underestimate the importance of the first impression you will make.

Your first impression could be created by something as simple as your email address. It is a good idea to create an email address specifically for job applications. Keep it simple, and again, professional. Would you rather be remembered as John016@hotmail.com, or as studman@hotmail.com?

Your Application

When considering applicants for a position on an entry level program, assessors are looking for someone who:

- Has the necessary tertiary qualifications;
- Has good communication skills;
- Can demonstrate the ability to achieve results;
- Can demonstrate relevant experience – through work, study, sport, etc;
- Has the potential to make a contribution to, and a genuine interest in, the organisation;
- Has the ability to develop skills and knowledge;
- Has demonstrated initiative and thinking skills.

Remember – these skills and attributes must be demonstrated in your application.

SELECTION CRITERIA

Your application will be assessed using your written responses to set questions. Your responses will demonstrate your professional skills, thought processes, and desire to work for the DMO.

You do not need to confine your examples to work or study. Choose examples that best display the attribute in question. The example may be from sport, part-time or volunteer work, overseas travel, or even hobbies and pastimes. We understand that many applicants will not have work experience.



How to Get Started

Plan your responses to the questions as you would an essay. Structure your examples so that each one clearly details what you set out to achieve, how you achieved it, and what you took into consideration in working towards your goal. Choose an example that had a positive outcome. We want to see what you actually did, not what you tried to do.

Tip – Allow yourself plenty of time to complete your application. Read the questions, think of the right examples, and take your time to draft your responses. Rushed applications are often full of errors and score poorly.

Ensure that your style doesn't sound like you are talking to a friend. Keep it business-like and professional.

Speak from experience. You are the one who performed the task or accomplished the goal, so just tell your story – but tell it thoroughly.

Tip – If you find it easier, draft your responses in a word document, and copy them into the application. This will also make it easy to use spellcheck to ensure you don't make spelling errors. Errors may decrease your score.

Make sure you answer the questions with robust, well thought through answers. Have someone read through your application to ensure you have interpreted the questions correctly and answered all aspects of them.

Question 1 – Ability to Achieve Results

This question will assess your ability to achieve results. This includes how you manage the unexpected, cope with change, and find ways around problems. You should also explain the thought processes involved in coming to your conclusions, and any options you needed to weigh up.

Speak about the situation specifically, but remember to focus on **your** role and what **you** did to achieve results. It is very important to identify how you achieved the result (thoughts, planning, interpersonal skills used etc).

You have a maximum of 400 words to answer each question. So make them count.

Tip – *Have someone else proof-read your application for grammatical errors. If you read something you have written several times you may not be able to pick up your own errors.*

Question 2 – Thinking skills and Interest in the DMO

This question will look at your interest in working for the DMO and will also look at your ability to assess, evaluate and balance issues and interests.

Whilst much information is available on the DMO website and the internet, this question will assess your understanding of the organisation and associated issues. You should provide strong examples and justify those examples with robust reasoning and analysis.

Try not to take up much of your answer supplying facts about the DMO, Department of Defence, and Defence Industry. The assessors want to hear your opinion and judgment rather than facts they already know.

Tip – *Remember to spell the words 'Defence', 'Materiel', and 'Organisation' correctly. A 'spell-check' may not recognise them. Ensure your spell-check is set to English (Australia) or (UK). It is important to show your interest in the job by spelling the name of the organisation correctly.*

Don't forget to research and ascertain what you can about the DMO using the internet and DMO website, annual reports, corporate plans, and Defence reports.



Question 3 – Relationship Management

Your ability to manage relationships will be tested in this question. Your response should demonstrate how you work effectively with others (including in a team environment), understand people and anticipate problems/issues, and involve and influence others. Again you should clearly explain your thought process, and walk the assessor through the actions you took to manage the relationship in question.

Rather than expressing your opinion on relationship management, try to limit your response to providing the example requested and demonstrating your relationship management abilities. (ie. what positive personality traits did you use to influence others).

WRAPPING IT UP

Remember, you are competing against hundreds, possibly thousands of other applicants. Your application needs to stand out from the crowd, and the best way of doing that is to ensure you have followed all the tips provided in this document.

If you have questions during the application process, please contact graduate.dmo@defence.gov.au