

## Using your ePortfolio to get a graduate job – by Lorna Cox (Careers Advisor)

Your ePortfolio can help you when applying for graduate jobs. Everyone who applies for a graduate job will either already have a degree or be in the final year of their degree course, so employers will also expect evidence of relevant work experience and suitable skills.

Here are some examples of questions on graduation application forms:

- ‘Describe recent changes in your life that have meant you had to do something new or different. Explain what you did and how you felt about those changes.’  
*BBC*
- ‘Describe a situation (outside of university course work) where you changed other people’s minds about a course of action. What did you say, what were their objections and how did you resolve them?’  
*Cadbury Schweppes*
- ‘Please give your reasons for applying for this post and additional information on how you match the person specification. This can include relevant skills, knowledge, voluntary activities, training etc.’  
*NHS*
- ‘As a Retail Manager, how would you inspire your store team to achieve results?’  
*Arcadia Group Limited*
- ‘Please describe your experience, skills, abilities, achievements and responsibilities which are most relevant to the post. You may use examples from other areas as well as paid employment.’  
*City of Edinburgh Council*

By using your ePortfolio to reflect on your degree course, work experience, placements, interests and achievements, you will have relevant examples ready to use as evidence of your suitability when applying for graduate jobs.

Further information on careers at QMU is available at:

[http://www.qmu.ac.uk/prospective\\_students/student\\_services/careers.htm](http://www.qmu.ac.uk/prospective_students/student_services/careers.htm)