

# M3 Property Graduate Program for 2025

## Tips on How to Apply

Please find the information below to assist you in putting together the best possible application.

Applications are currently open and close on [23 August 2024](#).

An application for our Graduate Program, requires the following elements to be uploaded in a combined document\*

- Cover Letter
- Resume
- Statement of your academic results to date.

\*Hot tip: you can insert your academic results as an image in the Word document.

If you have any questions, please reach out to us at [recruitment@m3property.com.au](mailto:recruitment@m3property.com.au)

Good Luck!



## Cover Letter

- A cover letter gives you the chance to expand on your resume and gives employers the opportunity to see you as an individual.
- A cover letter allows more of your personality to show through whereas your resume should be short and to the point.
- If you do not provide a covering letter, it could have an impact on your application, if others do put in a fantastic covering letter.

### What should a cover letter include?

- Expand on aspects in your resume.
- Why you want the role.
- Include anything special about you – that is what helps you stand out.
- Displays your written communication skills.
- Shows professionalism.



## Resume

### What is the best way to structure your resume?

- Make sure the resume is a true reflection of you, your experience and skills.
- Clear, easy to read and check your spelling and grammar, there should be no errors.
- Not too cramped, not too long, make it easy to read.
- Keep it succinct, we recommend no more than two pages.
- Photos? Unless you are asked for one, this is not necessary.
- Section clearly. i.e., professional experience, education, Career objectives.
- Think about the reader, who is going through many CV's, make it easy for them to understand.
- Include your name and preferred name (if you have one), email and mobile phone number. However, it is not necessary to include any other personal details (i.e., gender, marital status, etc.).
- It would be a good idea to get someone else to proofread it for you, as sometimes you do not pick up all the details.

Send all applications to the People team at [recruitment@m3property.com.au](mailto:recruitment@m3property.com.au) or apply via our website here [m3property.com.au/graduate-program/](https://m3property.com.au/graduate-program/)