# ‘Day in the life’ story | Template

Dear graduates,

Thanks for agreeing to feature your ‘day in the life’ profile! The aim of the profile is to provide university students with a genuine insight into what a typical day looks like for you in the graduate or internship program.

In doing so, this will help students make a more informed decision about what careers are a good fit for them. If candidates have a better understanding of the job and what tasks they'll be performing, ultimately this will help your organisation attract quality applicants who are a great ‘fit’ for the job.

General guidelines for the profile are as follows:

#### **Format:**

If you were to take a snapshot of one interesting day at work, what would it look like?

Please document your day in first person (i.e. from your point of view, in a ‘diary’ format) in chronological order, organised under subheadings for each time window (e.g. 6.30 am - woke up and went to Gym). Example of how it will be published online can be viewed [here](https://gradaustralia.com.au/graduate-employers/south32/day-in-the-life/georgia-bass), [here](https://gradaustralia.com.au/graduate-employers/coles/day-in-the-life/william-lavender) and [here](https://gradaustralia.com.au/graduate-employers/pwc/day-in-the-life/richard-ta).

#### **Detail and length:**

Remember that most of the student audience have *no idea* what it’s like to work as a graduate, so many details that you might find mundane will be fascinating for uninitiated students. Tell us details about YOUR daily work routine and specific tasks. What time do you wake up? Do you have time in the day to exercise? If you start your day by checking emails, describe the sorts of emails you get and what follow-ups are required. Where do you have lunch? If you spend time building an excel model, describe how you go about it, what you’re modelling, and the outcomes. If you have a client meeting, describe the dynamics and your role in the meeting.

There’s no such thing as too much detail! Please be as authentic as possible - life as a young professional is never *all* beer and skittles, and it’s important for students to know this. Get into the nitty gritty detail and tell it how it is. The profile can be as long or as short as you like - take as many words as you need to provide a snapshot of an interesting day. And most importantly, ***remember to take candid pictures throughout the day!*** These can be taken on your smartphone and can be of you, your colleagues, and your work environment. A picture is worth a thousand words!

#### **Pictures:**

Pictures help bring a profile to life! Candid pictures taken throughout the day on your smartphone can help tell a story and capture the details and mood of a work environment in a way that words often never can. If you’re struggling to work out what to take pictures of, try this at a minimum:

1. One picture of you at work in your usual place of work
2. One picture of you interacting/ meeting with colleagues
3. One ‘long shot’ of your office, showing a typical working environment
4. And if possible, a ‘casual’ shot of you outside the office, for example at lunch, at a social event, or before/after work

Other tips:

* Don’t worry too much about quality - a smartphone camera on ‘auto’ mode will do just fine, and candid ‘real life’ shots are much more engaging than staged professional shots
* Photos taken in landscape (horizontal) usually work best when published
* No filters - we want students to see the real world! If the pictures need editing for light etc, our team can touch them up afterwards
* Quantity over quality - if you’re not sure, just take a pic! It’s better to have too many pics to work with than too few
* If a picture is linked to specific moment in your day in the life diary, please reference it in your commentary. That way, we can ensure the picture is published alongside the event for context.

#### **Confidentiality:**

Keep in mind not to disclose any confidential information. For example, if your company policy is to not reveal what clients you work with, instead of saying ‘We have a conference call with the in-house legal team at BHP Billiton’, you could say ‘We have a conference call with the in-house legal team of a global diversified mining client’. As a rule, don’t include names of individuals - just their role/ title.

#### **Other info:**

Please also provide the following background information:

* Your Name
* Your Job Title
* University Attended
* Degree qualification
* Year of graduation

#### **Submission:**

The expectation is that your submission has already been through any necessary internal approvals and checks. Once everything is approved you can send it to <hello@prosple.com>