

GRADUATE RESUMES

Social Work

Your ability to gain an interview for a graduate position hinges upon the quality of your written application.

This is your opportunity to demonstrate to a potential employer that you possess the necessary knowledge, skills and abilities for the position.

It is essential that you tailor your resume to the position, to increase the fit between you and the job.

Market Yourself

Your resume is a marketing tool. Determine what the employer is most interested in and what your best selling points are. Reflect on your past study and work experiences, extracting points which could help to sell yourself to an employer.

You must tailor your resume for **every** job application. Emphasise your strengths as they relate to each particular job and match your skills and abilities to the job you are applying for. Thoroughly research the organisation and the position to determine what the employer is looking for.

Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best promote you to a prospective employer. The order is dependent on your background, relevant experience and requirements of the job. List all dates and experiences in reverse chronological order.

PERSONAL DETAILS

- Name, address, phone and email.
- LinkedIn Profile – ensure your profile is up to date. Consider personalising your URL (see our LinkedIn information sheet)
- Nationality is optional.
- Date of birth, marital/parental status and health are **not required**.

CAREER OBJECTIVE (Optional, 2-3 lines)

A Career Objective should only be added to your resume if it has been written to suit the position/organisation you are applying to.

EDUCATION

Tertiary and High school (only list high school if you are a recent school leaver and have relevant achievements to list).

MEMBERSHIPS

Include memberships of professional or industry bodies.

PRACTICUMS/FIELDWORK

Use this opportunity to describe your responsibilities, achievements, range of ages, range of situations (remote, city etc.) special projects undertaken. Try to highlight different achievements or skills gained at each placement. What skills did you learn? What projects did you contribute to?

EMPLOYMENT HISTORY

Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months list this for transparency.

REFEREES

Supervisor/Manager/Academic. (Usually 2 to 3 people)
Avoid personal referees.

Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteering

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Verbs/action points can highlight your skills. See the '[Action Verb](#)' Information Sheet for more examples.

Do's

- Thoroughly research the organisation/position to determine what the employer is looking for
- Tailor it to the job description/organisation
- Be clear, concise and truthful
- Maximum 4 pages in length
- Use a simple layout with consistent font/bullets
- Use bullet points to list your employment history responsibilities/achievements

Don'ts

- Have spelling or grammatical errors
- Write jargon/slang
- Include photos or clipart
- Use borders or fancy fonts
- Write long paragraphs
- Include tables
- Copy a resume example - ensure the headings suit your own skills and experience. Each person's resume will be different.

CAREER OBJECTIVE *This is optional.*

Tip – If you decide to add a **Career Objective**:

- Keep it short, keep it targeted.
- What value can you bring to the employer?
- Make sure it matches the role you are applying for.

EDUCATION
2015 – present

Bachelor of Social Work

James Cook University, Cairns, QLD
Expected completion date: November 2018

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Obtained Distinction grades for **(add relevant subjects)**
- Developed resources kit for homeless teenagers
- Participated in Australian Association of Social Workers Annual Conference - awarded best poster for XXXX
- Organised mini-conference for final year students to showcase their thesis projects to years 1-3

Tip - Only include relevant information.

Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.

2014

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

- Social Justice Captain, active member of the Student Representative Council
- Organised 40 hour famine fundraiser for years 10-12

PROFESSIONAL DEVELOPMENT

2017 Completed Mental Health First Aid Course at JCU

2016 Completed Lifeline Telephone Crisis Support Course

2015 Completed XXXX

PRACTICUM/FIELDWORK EXPERIENCE

Jan 2018 – June 2018 **Anglicare North Queensland**, July – October (500 hours)

- Successfully developed and delivered new resources to assist clients to identify XXX
- Managed client load of 3-4 clients per day including emergencies
- Initiated a new resource information sharing program for staff of Anglicare
- Participated in peer supervision

Supervisor's Comment (**OPTIONAL**)

.....Supervisor

Nov 2017 – Feb 2018 Cairns Hospital, Queensland Health, July – October (500 hours)

- Counselling patients prior to release from hospital
- Liaised with Occupational Therapists to ensure provision of services continued for patients on release from hospital
- Participated in training to identify correct referral protocols

Supervisor's Comment (**OPTIONAL**)

.....Supervisor

Tip – Your relevant experience is a major selling point. Consider your different roles. How did you contribute, improve, manage different situations? Did you receive positive feedback?

PROFESSIONAL INVOLVEMENT

2016 – present Student Member of Australian Association of Social Workers

2016 – 2018 Regular attendee at local CPD events

Tip – Allow more space for recent, relevant information and provide less detail as your information becomes less recent/relevant.

COMMUNITY SERVICE

2018 **Pyjama Angel, Cairns Region**

- Weekly reading with foster children

2016 – present **Volunteer Telephone Crisis Supporter**

- Provided telephone support on the Lifeline Crisis Support line - 2 shifts per fortnight
- Undertook ongoing training and peer supervision

2016 – 2017 **Student Mentor, James Cook University (Volunteer role)**

- Supported first year Social Work students settle in and succeed in their transition into university
- Trained in communication, mentoring and advocacy
- Member of award winning team – Vice Chancellors Award

2014 – 2016 **Relay for Life annual breast cancer fundraising event**

- Team leader and active fundraiser, team successfully raised over \$2000 each year

EMPLOYMENT HISTORY

Jan 2015 – Dec 2017 **Team Leader**
The Coffee Club, Smithfield, QLD

- Coordinated and supervised a team of seven part-time, junior staff
- Recruited and trained junior staff
- Responded and sensitively handled complaints and feedback from customers
- Ensured high levels of customer service and hygiene throughout the restaurant

Jan 2013 – Dec 2014 **Retail Assistant**
Supercheap Pharmacy, Smithfield

- Responded to customer enquiries
- Participated in product training to ensure correct recommendations
- Awarded Employee of the Month for best Team Player

Tip – Don't underestimate the value of "non degree-related employment". You will have gained valuable skills – the key is to explain how these skills can be transferred to the role you are applying for.

Tip – Add your name in the footer.

Tip – Don't just list your skills – you need to relate them to your **experience, knowledge or abilities**.

RELEVANT SKILLS

Communication

Highly developed communication skills gained through training and ongoing work with Lifeline Telephone Support work and weekly reading with the Pyjama Angels.

Teamwork

Strong ability to work as part of a team evidenced through academic achievements and team leader role at The Coffee Club

REFEREES

Ms Sally Brown
Placement Supervisor
Anglicare North Queensland
Phone: XXXX
Email: XXXX

Ms Jane Taylor
Owner/Operator
The Coffee Club Smithfield
Phone XXXX
Email XXXX

Tip – Keep your referees informed – they need to know what you are applying for so that they are prepared when an employer contacts them to find out more about you.

This sample resume is intended as a GUIDE ONLY.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

NOTE: Material and information made available through this publication is intended to be used as a guide and to provide general information in summary form. It is solely your responsibility to evaluate and check the accuracy of the information provided.

Remember that you may need to:

- Change the order of headings
- Change the wording of the headings
- Leave out sections that are not relevant to you **or**
- Add new sections that are relevant to you

Employers may also state specifications for job applications, which you should **always** meet. Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

Resources include Bright, J., & Earl, J. (2004). *Resumes that get shortlisted; Proven strategies to get the job you want*.

Need more help? Go to www.jcu.edu.au/careers for:

- **[Information Sheets](#)**: Actions Verb List, Can a robot read your resume?
- **[JCU Career Development Program](#)**: Graduate Careers module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques