

# GRADUATE RESUMES

## Sport and Exercise Science

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.

### REFEREES

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

### COURSE PLACEMENTS

Course placements are a great way to gain practical experience in your field. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (school setting, clinical setting, government department etc.). 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.

### 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
- Carefully read the instructions in the application process and follow them
- 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

- Send a generic application
- 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

2016 - present

### **Bachelor of Sport and Exercise Science**

James Cook University, Cairns, QLD

Expected Date of Completion: November 2018

Full academic transcript can be provided upon request

#### **Achievements**

- GPA: 6.1 (Scale 1-7, 7 being the highest)
- Member of group of three who received the highest grade for research project on a new exercise program for children with Type 1 Diabetes

2015

### **Certificate III in Personal Fitness**

TAFE, Cairns

2014

### **Year 12 Senior Certificate**

Cairns High School, QLD

#### **Achievements**

- High achievement in English and Physical Education
- Active member of the Student Representative Council
- Coach of Year 8 Basketball Team – Winners of FNQ Inter-school Competition

**Tip** - Only include relevant information. Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.

## TRAINING AND PROFESSIONAL DEVELOPMENT

2017

### **Exercise and Sports Science Australia Conference, Cairns**

Student delegate

2017

### **Exercise and Sports Science Australia, Cairns Branch**

Attended local professional development activities

2017

### **CPR Refresher**

First Aid Academy

2015

### **HLTAID003 Provide First Aid Course**

First Aid Academy

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

## KEY SKILLS

### **Communication:**

Highly developed communication skills gained from my experience leading fitness groups, previous employment, course placements and university group presentations.

### **Teamwork:**

Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university, course placements and employment.

### **Tips**

- Don't just list **generic** skills – you need to relate them to your **experience, knowledge** or **abilities**.
- Think about your **own** skills i.e. problem solving, critical reasoning, leadership.
- You need to match your skills to the organisation to ensure the best fit. **Research is crucial**.

## COURSE PLACEMENTS

- 2017                      **Smithfield State High School, Cairns** May - June (4 weeks)
- Worked in a project group developing a new exercise program for students with Type 1 Diabetes
  - Presented the proposal to the Head of Department and teaching staff of the Physical Education Department
- 2017                      **Cairns Taipans, Cairns**, September - October (6 weeks)
- Review of personal training plans for extra-curricular training for the Taipans Development players.

**Tip** – Your relevant experience is a major selling point. How did you contribute to the organisation? What skills did you use/improve/gain? Did you receive positive feedback?

## EMPLOYMENT HISTORY

- 2016 – present                      **Fitness Instructor** (casual)  
Club One Fitness
- Achievements and Responsibilities**
- Customer Service and membership sales
  - Lead gym and group sessions
  - Supervise customers in equipment and weights room
  - Ensure equipment is being used in a safe manner
  - General cleaning and maintenance
- 2016 – present                      **Student Mentor** (voluntary)  
James Cook University Mentor Program, Cairns
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Sport and Exercise Science Students
  - Trained in communication, mentoring and advocacy
  - Act regularly as a support and mentor to 5 new students
- 2015 – 2017                      **Retail Assistant** (casual)  
Amart Sports
- Achievements and Responsibilities**
- Customer Service and register operation
  - Extensive sales experience providing advice on equipment and correct fitting of shoes etc.
  - Stocktake and inventory control
  - Created visual displays and merchandising

**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.

## EMPLOYMENT HISTORY continued

2015 – 2017

### Hospitality worker (casual)

I have worked in a range of hospitality positions, to support myself through University. The skills developed in these roles include:

- Responsive and sensitive handling of the public, including customer complaints.
- Management of financial transactions including balancing register monies each shift.
- A reliable ability to stay calm on busy nights.
- The capacity to motivate other team members.
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 3 years.

## MEMBERSHIPS

2016 – present Student Member of Exercise and Sports Science Australia

## COMMUNITY INVOLVEMENT

2016 – present Team Member and Social Committee Member of JCU Netball Team

2015 – 2016 Treasurer of Cairns Netball Association

## REFEREES

### Dr Anne Smith

Senior Lecturer  
School of Sport and Exercise Science  
James Cook University  
Phone: (07) 4700 5555  
Email: Anne.Smith@jcu.edu.au

### Mr Neil Wordsworth

Retail Manager  
Amart Sports  
Phone: (07) 4700 5555  
Email: Manager@AmartSports.com.au

### Need more help? Go to [www.jcu.edu.au/careers](http://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
- **Develop an Enterprising Mindset** and gain the key skills and attributes employers are seeking

### 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.*