

# GRADUATE RESUMES

## Sport and Exercise Science

Your success in gaining an interview for a graduate position or progressing further in the application process, hinges upon the quality of the written application you provide to an employer.

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

### Tailor your resume

Your resume is a marketing tool. It is **essential** that you **tailor your resume for every job application** to increase the fit between you, the job and the employer.

Thoroughly research the organisation and the position to determine what the employer is looking for.

A role in the public sector may have a different focus from a private company. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your **strengths, achievements, skills and abilities** as they relate to each particular job you are applying for.

Reflect on your past study and work experiences, extracting points which could help to sell yourself to an employer.

### Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best match you to the prospective employer's expectations.

Under each heading list experiences in reverse chronological order, most recent first.

#### 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)
- Photo, date of birth, marital/parental status and health are **not required**.

#### PROFESSIONAL SUMMARY or CAREER STATEMENT (Optional, 2-3 lines)

This section should only be added to your resume if it has been written to suit the position and organisation you are applying to. This is your opportunity to market your key selling points plus state why you want the job.

#### EDUCATION

Tertiary, high school (only list high school if you are a recent school leaver and have relevant achievements to list) and other relevant training qualifications. Begin with your **Bachelor of Sport and Exercise Science**.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### PLACEMENTS/INDUSTRY EXPERIENCE

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? How did you contribute?

#### EMPLOYMENT HISTORY

Begin with most recent. 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.

#### REFEREES

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

### Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
Community Involvement	Research Projects

### Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Use verbs to describe your skills and employment achievements. See the [Action Verb Information Sheet](#) for more examples.

### Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor your resume to the job description/organisation requirements of the position.
- Emphasise achievements to demonstrate your capacity.
- Be clear, concise and truthful.
- Check page requirements if identified by the employer.
- Use a simple, professional layout with consistent font/bullets.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **applicant tracking system software** is being used to short list resumes and modify layout if so. Online screening software can't read photos, clipart, tables, fancy fonts, borders.

See our information sheet on Applicant Tracking Software – [Can a robot read your resume?](#) To ensure your resume will get through any online screening tools.

# Susan White

**Tip** – ensure your email address reflects a professional image. Personalise your LinkedIn URL.

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Phone: 0411222222

Email: [Susan.White2@my.jcu.edu.au](mailto:Susan.White2@my.jcu.edu.au)

LinkedIn: <https://au/linkedin.com/in/susanwhite2>

## PROFESSIONAL SUMMARY or CAREER STATEMENT

*this is optional.*

**Tip** – If you decide to add a **Professional Summary or Career Statement**, keep it brief. Indicate what personal or professional attributes you can bring to the position and ensure 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

- Grade Point Average: 6.1 (Scale 1-7, 7 being the highest)
- Distinction for research project – (*Title of project*)
- Student Council Representative – 3<sup>rd</sup> year

**Tip** - Include other degrees or qualifications completed prior to **Sport and Exercise Science** in this section.

**Tip** - Only include relevant information. Think about highlights from your course, awards, prizes, projects which make you stand out.

2015

### Certificate III in Personal Fitness

TAFE, Cairns, QLD

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** - Include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.

## TRAINING AND PROFESSIONAL DEVELOPMENT

2018

### Student Delegate

Exercise and Sports Science Australia Conference, Brisbane

2017, 2018

### CPR Refresher

First Aid Academy

2016

### HLTAID003 Provide First Aid Course

First Aid Academy

**Tip** – List relevant conferences, courses, workshops attended. List course provider, title and date attended.

## 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 successful team projects at university and through my work experience.

**Research** Well-developed research skills gained through independent research project including literature review, analysis of information and presentation of findings.

**Tip** - List the skills that are relevant to the position / employer – relate them to your experiences to support your claim.

## COURSE PLACEMENTS/EXPERIENCE

- 2018      **Steady Steps Community Program, Cairns**, October - November (50 hours)
- Visited two Aged Care Homes in Cairns for twice weekly sessions over eight week period
  - Measured baseline fitness levels of participants in the program
  - Planned and delivered a variety of exercises to suit fitness levels
  - Recorded results throughout the sessions and evaluated at the conclusion of the program
  - Presented results to program organisers with proposals and recommendations to continue and expand the program
- 2018      **Trinity Bay State High School, Cairns**, April - May (50 hours)
- Planned and developed a physical exercise program for Year 10 basketball team (students aged 15-16)
  - Undertook pre-screening monitoring and fitness assessments to determine appropriate plan for the team members
  - Program included 5 one hour sessions (1 per week) covering healthy eating and personal wellbeing and 15 two hour fitness sessions
  - Reassessed participants at the end of the program to monitor changes in fitness levels
- 2018      **James Cook University Staff Fitness Program**, August – September (40 hours)
- Completed individual client training experience for 2 James Cook University Staff members
  - Experience included motivational interview, pre-screen session (measurement of BMI, cardio, waist to hip ratio and physical activity evaluation) for clients (45 year old male, 33 year old female)
  - Planned and delivered appropriate exercise program for individual fitness level and client goals
  - Conducted a post-program review and fitness evaluation. Both participants met their goals and rated the experience highly

## EMPLOYMENT HISTORY

- 2016 – Present      **Fitness instructor** (casual)  
Club One Fitness, Cairns
- Customer service and membership sales
  - Lead gym and group sessions – 4 classes per week
  - Supervise customers in equipment and weights room
  - Ensure equipment is being used in a safe manner
  - General cleaning and maintenance
- 2015 – 2016      **Retail Assistant** (casual)  
Amart Sports
- Extensive sales experience providing advice on equipment and correct fitting of shoes etc.
  - Customer relations and register operation
  - Stocktake and inventory control
  - Created visual displays and merchandising

***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?*

### Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **Sport and Exercise Science** and which indicate your capacity as a future employee
- Commence each description with an **action word** (verb)
- **Don't** just list the duties from your Position Description
- Make a **clear connection** to the job you are applying for
- Identify **complexity** and **achievements** in each statement

***Tip** – Add your name in the footer.*

## MEMBERSHIPS

2016 – Present      **Student Member** – Exercise and Sports Science Australia

## CERTIFICATIONS/LICENCES

2018                      Australian Federal Police National Criminal History Check

2017                      Queensland Working with Children Check

## COMMUNITY INVOLVEMENT

2018                      **Team Member and Social Committee Member** - JCU Netball Team

2017                      **Treasurer** – Cairns Netball Association

**Tip** – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

## INTERESTS

- Coach for the 'Under 12s' Tiger hockey team
- Keen traveller – backpacked through South America and Asia

**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.

## REFEREES

### Dr Anne Smith

Associate Professor – Sport and Exercise Science  
James Cook University  
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### Mr Neil Wordsworth

Retail Manager  
Amart Sports  
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Need more help? Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers) for more resources:

- **Information Sheets:** Action 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
- During semester, visit our **Career Peer Leaders** at the **Drop-in Session** for feedback on your draft resume – times and days are on our website, no appointment required
- Make an appointment with the **Careers and Employment Team** to discuss your job search strategies

**NOTE:** This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.