

GRADUATE RESUMES

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)

INDUSTRY EXPERIENCE/FIELDWORK

Undertaking an industry placement is 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 (small business, large corporation, government department etc.). What skills did you learn? How did you contribute?

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.

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.

Tip – use a professional email

PERSONAL SUMMARY I'm an adaptable science student and field work all-rounder, with several years' experience in fauna handling, dive mastering and administration in environmental science organisations.

EDUCATION

2016 - present

Bachelor of Science

James Cook University, Townsville, QLD

Majors: Marine Biology; Zoology and Ecology

Expected Date of Completion: November 2018

Full academic transcript can be provided upon request

- GPA: 5.9 (Scale 1-7, 7 being the highest)
- Subject prize for BZ2490 - Toolkit for the Field Biologist
- Received HD for project on behaviour change programs in local residents accessing Great Barrier Reef green and yellow zones.

Tip – If you add a *Personal Summary* or *Career Objective*:

- 25 words or less
- What value can you bring to the employer?
- Make sure it matches the role you are applying for.
- [More info](#)

2014

Higher School Certificate

North Shore High School, NSW

- Active member of the Student Representative Council
- Highly Commended in National Science Competition

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

TRAINING AND CERTIFICATION

Current

Provide First Aid Plus+

St John Ambulance Australia

Current

PADI Dive Master

300+ dives

2018

Reef Check EcoDiver

Reef Check Australia

2017

PMASUP236 Operate Vehicles in the Field

RIIVEH305E Operate and Maintain a 4WD Vehicle

Advanced Driving Training Centre, Townsville

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

KEY SKILLS

Field work:

Strong terrestrial skills with fauna handling and bush knowledge gained during wildlife rescue voluntary work, course placements and camping interests, further developing marine skills with Reef Check EcoDiver certification.

Communication:

Confident and clear communicator, adaptable to various contexts, strengthened through instruction of dive tourists, coordinating wildlife rescue and in administration and reception roles.

Administration:

Procedural and organisational focus, with emphasis on records management, communication logging and filing, developed through processing contracts for government funding spends and general office administration.

Tips

- Don't just list generic skills – you need to relate them to your **experience, knowledge** or **abilities**.
- IT skills are important so ensure you list programs you have used and your skill level
- 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/EXPERIENCE

- 2017/2018 **Wildscapes Environmental Consultants**, Townsville, December – January (6 weeks)
- Assisted Ecologist to undertake habitat assessment for housing subdivision in Townsville region.
 - Attended community consultations and learned process for gathering and responding to community feedback.
- 2018 **Bush Heritage Australia**, Yourka Reserve, June (1 week) & September (1 week)
- Fauna surveying setting and checking pitfall, funnel, cage and Elliott traps over four consecutive trapping nights and conducting spotlighting transects after dark.
 - Learned how to identify Siam Weed, removed plants and plotted GPS points.
 - Learned about fire management principles, challenges and practices and their demonstrated outcomes for controlling Siam weed.

EMPLOYMENT HISTORY

Tip – highlight the last 10 years. Your most recent experience is of most importance.

- 2017 – present **Contracts Administrator** (part time)
NQ Dry Tropics
- Processing and tracking contracts for Reef Rescue funding
 - Clarifying applications with farmers, advising of application outcomes, and discussing alternative options in cases of rejection.
 - Basic troubleshooting and data cleaning of Access database
 - Reporting to Contract Manager on claims processing timeliness
- 2016 – present **Wildlife Rescue Crew** (volunteer)
North Queensland Wildlife Care
- Rescue and first aid of trapped and injured wildlife
 - Consider welfare of animals and people
 - Abide by NQWC permit conditions
 - Manage on-call phone for designated shifts
 - Liaise with the public, vets and NQWC carers
- 2015 – present **Dive Master** (casual)
Remote Area Dive
- Conduct safety briefings and commentaries
 - Managing guests using friendly but assertive communication and group instruction
 - Dive/snorkel guide for groups of up to six guests
- 2015 – 2016 **Administration Assistant** (part time)
Cardno
- Reception duties managing two incoming phone lines and front desk
 - Managing general email account and mail register
 - Accounts Payable using Reckon

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?

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.

MEMBERSHIPS

- since 2016 **Environmental Institute of Australia and New Zealand**
Student member
- since 2016 **JCU Sustainability Club**
Treasurer, since 2017
- Since 2016 **North Queensland Wildlife Care**

INTERESTS

- 4WD touring – camping and remote area travel
- Photography – bird, macro and underwater

REFEREES

Dr Marlin Broadhurst
Reef Rescue Coordinator
NQ Dry Tropics
Phone: (07) 4700 5555
Email: marlin.broadhurst@nqdrytropics.com.au

Coral Wheeler
Ecologist
Wildscapes Environmental Consultants
Phone: (07) 4400 5555
Email: coral@wildconsulting.com.au

Tip - Other relevant sections might be:

Awards – formal, science relevant
Conferences – when you have presented
Publications – journal articles etc

These are especially important if you have a research career in mind.

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

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.*