

# GRADUATE RESUMES

## 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 role and the organisation.

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

You **must** follow the application instructions to ensure your application progresses to the next stage.

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

Emphasise your strengths as they relate to each particular role and match your skills and abilities to the job you are applying 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'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 (search *Customise your URL* on LinkedIn Help)
- Date of birth, marital/parental status and health are **not required**.

### CAREER STATEMENT or PROFESSIONAL SUMMARY (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 Science**.

### MEMBERSHIPS

Include memberships of professional bodies.

### RELEVANT EXPERIENCE

Employers are keen to see that you have gained some relevant experience during your studies. This shows you have the practical skills needed in your field.

If fieldwork is not part of your course, consider volunteering with a range of organisations or researchers. Make the most of your opportunities and ensure you can describe your responsibilities, achievements, range of duties and situations (small business, government department, etc.) What skills did you learn? What projects did you contribute to?

### EMPLOYMENT HISTORY

Begin with the 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 for transparency.

### REFEREES

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

### 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 formatting.
- Use bullet points to list your relevant experience and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **Applicant Tracking System (ATS)** 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.



# Philippa Sherman

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LinkedIn: [PhillipaTSherman](#)

*Tip – ensure your email address reflects a professional image. Customise/embed your LinkedIn URL.*

## CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional):

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

*Tip – If you decide to add a **Career Statement** or **Professional Summary**, 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

2019 – present

### Bachelor of Science

James Cook University, Townsville, QLD

**Major:** Zoology and Ecology

**Minor:** Marine Biology

Expected Date of Completion: November 2021

Full academic transcript can be provided upon request

*Tip - Include other degrees or qualifications completed prior to the **Bachelor of Science** in this section.*

### Relevant Achievements

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

2018

### Higher School Certificate (HSC)

North Shore High School, NSW

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

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

## TRAINING AND CERTIFICATION

Current

### Provide First Aid Plus+

St John Ambulance Australia

Current

### PADI Dive Master

300+ dives

2020

### Reef Check EcoDiver

Reef Check Australia

2020

### 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 that 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

- 2021 **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.
- 2020/2021 **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.

## EMPLOYMENT HISTORY

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

- 2020 – 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
- 2019 – 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
- 2019 – 2020 **Dive Master** (summer vacation work)  
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
- 2018 – 2019 **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.*

*Tip – Add your name in the footer.*

## MEMBERSHIPS

Since 2020	<b>Environmental Institute of Australia and New Zealand</b> Student member
Since 2019	<b>JCU Sustainability Club</b> Treasurer, since 2020
Since 2019	<b>North Queensland Wildlife Care</b>

**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.*

## INTERESTS

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

**Tip** – Ask permission before listing a referee. 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 Marlin Broadhurst

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NQ Dry Tropics  
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### Coral Wheeler

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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?
- **[Employability Edge](#)**: Master Written Applications module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques
- Make an appointment with the **[Careers and Employability Team](#)** to discuss your job search

**DO NOT COPY – PLEASE USE EXAMPLE  
TO GENERATE YOUR OWN IDEAS**

**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.**