

# GRADUATE RESUMES

## Arts and Social 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 which 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 (see our LinkedIn information sheet)
- 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 Arts.

### 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              | Volunteering      |
| 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 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.

# Ben Thomas

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

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

Email: [Ben.Thomas@my.jcu.edu.au](mailto:Ben.Thomas@my.jcu.edu.au)

LinkedIn: <https://au/linkedin.com/in/benthomas2>

## CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional)

I am a self-motivated and adaptable arts student with two years experience in research, writing and administration roles in the public sector.

**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

2015 – present

### Bachelor of Arts (Honours)

James Cook University, Cairns, QLD

**Majors:** History and English

Expected completion date: November 2018

### Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Obtained Distinction grades for **(add relevant subjects)**
- Member of winning team in the 2<sup>nd</sup> year Living History Competition
- Organised Mini Conference for 3<sup>rd</sup> year students

### Honours Thesis

Examination of .....in relation to .....in Northern Queensland

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

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

2014

### Year 12 Senior Certificate

Smithfield State High School, QLD

### Achievements

- Awarded Year 12 Academic Achievement awards for English, History and Geography
- School Representative in Youth Parliament Conference in Brisbane

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

## PROFESSIONAL DEVELOPMENT

2017

Attended TedX Conference at JCU Cairns

2016

Attended Cairns Historical Society Museum series on curating artefacts

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

## KEY SKILLS

Communication

Confident and clear communicator, adaptable to various audiences, strengthened through presenting guided tours of Cairns Museum to groups of visitors and through various presentations at University.

Teamwork

Strong ability to work as part of a team, evidenced by high academic achievements in group work assignments at university and through paid and volunteer positions.

IT Skills

Microsoft Office – Advanced Publisher, Power Point, Adobe Creative Suite.

Research

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

### Tips

- The skills listed above are examples only
- Research is **crucial** – you need to identify the skills the employer/position requires and address these
- If specialist IT skills are required – identify these and demonstrate your level of expertise.
- All JCU students can improve their skills with free access to **Lynda.com** – check it out on the JCU Library website

## PROFESSIONAL INVOLVEMENT

- 2016 - present      Member of Cairns Historical Society
- 2016 - present      Member of The National Trust of Queensland – FNQ Branch

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

## INTERNSHIP

- Feb - Oct 2018      **Research Assistant – Cairns Institute, JCU Cairns Campus**
- Organised a one day per week role to assist Dr XXXX, internationally renowned researcher on the XXXXX project.
- Participated in project briefings with the team
  - Conducted desk-top research into XXXXX and presented results in an infographic
  - Provided support using XXXX software to newly arrived international researchers

## VOLUNTEER EXPERIENCE

- Oct 2018      **Event Volunteer – TedX Conference, JCU Cairns Campus**
- Set up and supervised registration desk for the event
  - Participated in team briefings and event evaluation
- 2017 - 2018      **Volunteer, Cairns Historical Society Museum**
- Provided training in family history research at a weekly class
  - Presented tours of the museum to small groups of visitors
  - Assisted Museum staff with social media advertising of forthcoming activities
- Feb - Nov 2017      **Student Mentor, James Cook University**
- Supported first year Arts students settle in and succeed in their transition into university
  - Trained in communication, mentoring and advocacy

*Tip – Highlight your achievements, responsibilities and key skills gained.*

### Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **the position and the employer** 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

## EMPLOYMENT HISTORY

- 2018      **PASS Leader (Peer Assisted Study Sessions), JCU Learning Centre, Cairns Campus**
- Hosted two Peer Assisted Study Sessions each week for up to 24 students first year students in Level 1 Academic Writing Subject
  - Planned and developed weekly activities to meet student learning objectives
  - Promoted the PASS program in first year lectures to encourage participation
- 2017 - present      **Library Assistant, JCU Library, Cairns Campus**
- Assisted Library staff with routine tasks
  - Organised shelving of books in a timely manner
  - Assisting students with queries
- 2015 - 2016      **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** – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

## INTERESTS

- Member of Cairns Saints Hockey Club
- Coach for Under 12s Cairns Saints Hockey Team
- Keen traveller – backpacked through Europe independently

## CERTIFICATIONS/LICENSES

- Queensland 'C' Class Driver's licence (manual)
- First Aid Certificate

**Tip** – Some roles with require a Driver's License – check the position description.

**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 XXXXXX  
Researcher  
The Cairns Institute, JCU Cairns  
Phone: 07 4042 5555  
Email: XXXX

Ms Jane Taylor  
Library Manager  
JCU Library, Cairns Campus  
Phone 07 4055 2222  
Email XXXX

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.