

GRADUATE RESUMES

Arts and Social 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. (Usually 2 to 3 people)
Avoid personal referees.

RELEVANT EXPERIENCE

Employers are keen to see that you have gained some relevant experience during your studies. This shows that 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

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

Research Experience	Course Placement
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
- 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

- 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.

Ben Thomas

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

Email: Ben.Thomas@my.jcu.edu.au

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

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

2015 – present

Bachelor of Arts (History) Honours

James Cook University, Cairns, QLD

Expected completion date: November 2018

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Member of the winning team in the 2nd year Living History Competition
- Organised Mini Conference for 3rd year students

Honours Thesis

Examination of in relation to in Northern Queensland

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

PROFESSIONAL DEVELOPMENT

2016

Attended TedEX Conference in Cairns

2015

Attended Cairns Historical Society series on curating artefacts

RELEVANT SKILLS

Communication:

Highly developed communication skills gained from participating in Cairns Historical Society volunteering, hospitality and retail work experience, and university group presentations.

Teamwork:

Strong ability to work as part of 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

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

VOLUNTEER EXPERIENCE

Feb 2015 – Oct 2015 **Research Assistant – Cairns Institute (Volunteer role)**

Organised a one day per week role to assist Dr Smalls, internationally renowned researcher on the XXXXXXXXXX project.

- Participated in project briefings with the team
- Conducted research into XXXXXXXXXX and presented result in an info-graphic
- Provided support using XXXXX software to newly arrived international researchers

Mar 2015 – Nov 2016 **Cairns Historical Society (Volunteer)**

- Provided training in family history research at a weekly class

Feb 2016 – 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
- Member of an award winning team – Vice Chancellors Award

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

Feb 2017 – Nov 2017 **Library Assistant**

JCU Library Cairns Campus

- Assisted Library staff where needed
- Shelving books
- Assisting students with queries

Jan 2013 – Dec 2016 **Retail Assistant**

Target, Smithfield

- Customer Service and register operation
- Stock control, re-stocking shelves
- Set up of displays, ensuring store was neat and tidy
- Participated in team meetings

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.*

PROFESSIONAL INVOLVEMENT

2014 – 2016 Member of the Cairns Historical Society
2014 – 2016 Member of the Royal Historical Society of Queensland

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

REFEREES

Ms Josie Smith
Secretary
Cairns Historical Society
Phone: XXXX
Email: XXXX

Dr Frederick Smalls
Researcher
The Cairns Institute
Phone: XXXX
Email: XXXX

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.

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.*

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