

# GRADUATE RESUMES

## Veterinary 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.
- Photo, 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).

### CLINICAL PLACEMENTS

Use this opportunity to describe your responsibilities, achievements, range of ages, range of situations (remote, city etc.) special projects undertaken. Try to highlight different achievements or skills gained at each placement. 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 for transparency.

### REFEREES

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

### 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
- 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.

# Sally Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: [sally.smith3@my.jcu.edu.au](mailto:sally.smith3@my.jcu.edu.au)

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

**CAREER OBJECTIVE** *This is optional.*

**Tip** – If you decide to add a **Career Objective**:

- Keep it short, keep it targeted to the role you are applying for.
- What value can you bring to the employer?

## EDUCATION

2015 – current

### Bachelor of Veterinary Science

James Cook University, Townsville, QLD

Expected completion date: November 2019

#### Relevant Achievements

- GPA: 6.2 (scale 1-7, 7 being highest)
- St Mark's College Award for Outstanding Academic Results (2015, 2017)
- Member of a team of 4 students representing JCU at .....

2014

### Year 12 Senior Certificate

Pimlico State High School, QLD

#### Achievements

- OP 3
- High School Captain
- Dux of Year 12 for Biology and Chemistry

**Tip** - Only include relevant information.

Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.

## TRAINING AND PROFESSIONAL DEVELOPMENT

2017 **Radiation Safety** – James Cook University

2016 **Large Animal Rescue Course** – Equine Veterinarians Australia

2016 **Clinical Small Animal Dentistry Course** – James Cook University

2015 **"The Complete Abdominal Explorations"** Webinar – Royal Canin American Veterinary Dental Society Online Dental Education Course.

**Tip** – Don't just list your skills – you need to relate them to your **experience, knowledge or abilities**.

## KEY SKILLS

### Communication

Highly developed communication skills gained through training and ongoing work with Lifeline Telephone Support work and weekly reading with the Pyjama Angels.

### Teamwork

Strong ability to work as part of a team evidenced through academic achievements and roles at in the hospitality industry.

**Tip** – Your relevant experience is a major selling point. Consider your different roles. How did you contribute, improve, manage different situations? Did you receive positive feedback?

## CLINICAL PLACEMENTS (2 week rotations)

Jan 2018

### Tropical Vet Services, Tully

- Assisted diagnosis and treatment of small and large domestic and farm animals
- Practiced vaccinations, health and dental checks, worming, microchipping
- Assisted with desexing and other minor surgeries
- Assisted with emergencies and euthanasia of animals when required

Dec 2017

### Greencross, Aitkenvale

- Assisted with routine desexing, dental and aural procedures
- Pregnancy testing
- Helped perform a .....
- Observed and assisted in .....

Nov 2017

### Mareeba Veterinary Surgery, Mareeba

- Viewed and interpreted radiographs (film)
- Administered .....
- Gained an understanding of .....

June 2017

### Clermont Veterinary Surgery, Clermont

- Gained knowledge and practice with bull breeding soundness and .....
- Ensure maintenance of logs for radiology, case dispositions, admissions, euthanasia, controlled substances, and other logs pertaining to veterinary or general care of animal patients.

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

## COMMUNITY ENGAGEMENT

2016 – 2017

### Student Mentor, James Cook University (Volunteer role)

- Supported first year Veterinary Science students settle in and succeed in their transition into university
- Trained in communication, mentoring and advocacy
- Member of award winning team – Vice Chancellors Award

2015 – present

### RSPCA (Volunteer)

- Team leader and active fundraiser for Millions Paws Walk for Townsville

## EMPLOYMENT HISTORY

2015 - present

### Hospitality Worker (casual)

I have worked in a range of hospitality positions to support myself through University.

#### The skills developed in these roles include:

- Responsive and sensitive handling of the public, including customer complaints.
- Management of financial transactions including balancing register monies each shift.
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 3 years.

2014 – 2015

### Veterinary Nurse

4 Paws Veterinarians, Townsville

- Reception duties – billing, banking and administration
- Aiding Vets in consults
- Animal handling and medicating

**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

Current Registration with Veterinary Surgeons Board of Queensland

## REFEREES

Ms Anne Smith  
Practice Owner (Placement Supervisor)  
Tropical Vet Services  
Phone: XXXX  
Email: XXXX

Dr Neil Wordsworth  
Senior Vet (Placement Supervisor)  
Greencross, Aitkenvale  
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](http://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