

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 that 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, however, the following headings are commonly included. Decide what headings will 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).

MEMBERSHIPS

Include memberships of professional or industry bodies.

CLINICAL PLACEMENTS

Use this opportunity to describe your responsibilities, achievements, range of situations (remote, city etc.) and 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.

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor it to the job description/organisation.
- Be clear, concise and truthful – no long paragraphs.
- Check page requirements.
- Use a simple layout with consistent font/bullets.
- Use bullet points to list your employment history responsibilities/achievements.
- Check and check again for spelling or grammatical errors.
- Avoid jargon.
- Online screening software can't read photos, clipart, tables, fancy fonts, borders.
- Ensure the headings suit your own skills and experience. Each person's resume will be different.

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.

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

2016 – current

Bachelor of Veterinary Science

James Cook University, Townsville, QLD

Expected Date of Completion: November 2020

Relevant Achievements

- GPA: 6.2 (scale 1-7, 7 being highest)
- St Mark's College Award for Outstanding Academic Results (2017, 2018)
- Member of a team of 4 students representing JCU at 2018 AVA Annual Conference

2015

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

2018

Radiation Safety – James Cook University

2017

Large Animal Rescue Course – Equine Veterinarians Australia

2017

Clinical Small Animal Dentistry Course – James Cook University

2016

“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 verbal and written skills gained through training and hospitality work that involved dealing with customers from varying backgrounds.

Teamwork

Strong ability to work as part of a team evidenced through academic achievements, various roles in hospitality and ongoing volunteer work with the RSPCA.

Resilience

Supported staff and animal owners during difficult clinical placement situations that resulted in the euthanasia of some animals.

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

CLINICAL PLACEMENTS (2 week rotations)

Jan 2019

Tropical Vet Services, Tully

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

Supervisor's Comment (OPTIONAL)

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Dec 2018

Greencross, Aitkenvale

- Assisted with routine desexing, dental and aural procedures
- Pregnancy and urine testing
- Helped perform a blood transfusion
- Observed and assisted in chemotherapy and radiation treatment of animals

Nov 2018

Mareeba Veterinary Surgery, Mareeba

- Viewed and interpreted radiographs (film)
- Administered vaccinations
- Gained an understanding of routine veterinary practice procedures and patient flow

June 2018

Clermont Veterinary Surgery, Clermont

- Gained knowledge and practice with bull breeding soundness and husbandry
- 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 – present

RSPCA (Volunteer)

- Team leader and active fundraiser for Millions Paws Walk for Townsville
- Socialising animals in readiness for Adoption

EMPLOYMENT HISTORY

2016 - 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

2015 – present

Veterinary Nurse

4 Paws Veterinarians, Townsville

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

Tip – Add your name in the footer.

Resume – Sally Smith

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

Student Registration with Australian Veterinary Association

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

Ms Anne Wonga
Practice Owner (Placement Supervisor)
Tropical Vet Services
Phone: 07 4421 2233
Email: manager@tropicalvet.com.au

Dr Neil Wordsworth
Senior Vet (Placement Supervisor)
Greencross, Aitkenvale
Phone 07 4771 2222
Email: manager@greencross.com.au

Need more help? Go to 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.