

# GRADUATE RESUMES

## Occupational Therapy

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. Avoid personal referees. (Usually 2 to 3 people)

#### CLINICAL PLACEMENTS

Make the most of your clinical placements when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (hospital setting, government department, overseas placement 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 for transparency.

### 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 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 layout with consistent font/bullets.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for spelling or 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.

## CAREER OBJECTIVE OR PROFESSIONAL SUMMARY *This is optional.*

*Tip – If you decide to add a **Career Objective** or **Professional Summary**, keep it brief. Indicate what personal / professional attributes you can bring to the position and ensure it matches the role you are applying for.*

## EDUCATION

2016 - present

### **Bachelor of Occupational Therapy**

James Cook University, Townsville, Qld

Expected Date of Completion: November 2019

Transcript available on request

#### **Achievements**

- GPA: 6.1 (Scale 1-7, 7 being the highest)
- Member of group of three who received the highest grade for a project on the benefits and disadvantages in providing a regional visiting service
- Awarded scholarship based on merit and interview for three week clinical placement in Papua New Guinea

2015

### **Certificate III in Individual Support (Disability)**

Barrier Reef Institute of TAFE, Townsville, Qld

2014

### **Year 12 Senior Certificate**

Home Hill State High School, Home Hill, Qld

#### **Achievements**

- High achievement in Chemistry, Biology, Physical Education
- Awarded Caltex All Rounder award for contributions to community

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

Current

### **First Aid**

St John Ambulance Australia

Current

### **Positive Notice Blue Card**

1000000/2

2017

### **Wheelchairs and seating workshop**

Queensland Health

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

## KEY SKILLS

### **Communication:**

Highly developed communication skills gained from hospitality and disability support work and volunteering positions, as well as university group presentations.

### **Teamwork:**

Strong ability to work as part of team, developed through hospitality work in fast-paced restaurants with quality service focus, and evidenced by high academic achievements in group work assignments at university.

#### **Tips**

- *The skills listed above are **examples** only*
- **Research is crucial**– *identify the skills required and address these*
- *If specialist IT skills are required – identify these and demonstrate your level of expertise*

## CLINICAL PLACEMENTS

2018 **Townsville Hospital, Townsville, May - June (6 weeks)**

- Prescribed assistive equipment, including over toilet frames, bath-boards, shower chairs and wheelchairs.
- Researched and made recommendations regarding home modifications e.g. grab-rail positioning and ramps.
- Prepared draft home assessment reports.
- Made simple splints for hands to maintain and improve function and prevent contracture.
- Developed and presented a therapeutic program for children to address sensory and fine motor deficits. Activities included a range of crafts that assisted development of fine motor skills such as cutting, sticking and holding pencils.
- Upper and lower limb retraining post neurological conditions with the aim to increase grip strength, balance, walking and coordination.
- Assistance and retraining with activities of daily living such as showering, dressing and cooking.
- Researched and prepared some educational documents regarding services and supports for clients and their families following a heart attack, dealing with chronic pain and depression.
- Provided (with supervisor assistance), advice about positioning and equipment to manage pressure ulcers.
- Prepared draft initial intake and discharge summaries.
- Attended regular multi-disciplinary staff meetings and case conferences.

2017 **James Cook University AccessAbility Services, October – November (6 weeks)**

- Participated in initial assessments to identify supports available for students to help maximise study success at James Cook University.
- Prepared draft Inclusive Teaching and Learning Plans which notified lecturers of support and general adjustments required by students.
- Researched suppliers of appropriate ergonomic equipment.
- Identified and assigned appropriate assistive technology including Dragon speaking software. Worked with a small group of students to help them learn these programs.
- Identified exam adjustments that would accommodate student's medical issues.
- Engaged in regular appointments with a number of students to check-in with their progress and support needs.
- Prepared case notes for files and helped complete medical document reviews.

2017 **Port Moresby Hospital, Papua New Guinea, July (3 weeks)**

- Awarded a scholarship to attend an observational placement in Papua New Guinea.
- Experienced the complexities of cross-cultural communication, including situations impacted by traditional gender roles, and low literacy in both English and first language.
- Observed the constraints placed on regional and remote visiting services and clinics due to lack of resources and funding.

2017 **XYS Injury Management Services, May - June (6 weeks)**

- Travelled with OT to client workplace for initial return to work and workplace assessments.
- Drafted initial needs assessments, suitable duties, and rehabilitation plan reports.
- Completed workstation assessments (with supervision) and prepared summary reports.
- Scribed results for functional capacity assessments undertaken by supervisor and prepared initial result summaries for the final reports.

**Tip** – Add your name in the footer.

**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.*

## EMPLOYMENT HISTORY

- 2017 – present      **Student Mentor** (voluntary)  
James Cook University Mentor Program, Townsville
- Coordinated tours on campus in O week for new Occupational Therapy students.
  - Trained in communication, mentoring and advocacy.
  - Act regularly as a support and mentor to 5 new students.
- 2016 – present      **Pyjama Angel** (voluntary)  
The Pyjama Foundation
- Reading to a child in foster care for one hour per week.
  - Providing a reliable and consistent adult figure.
  - Being positive and encouraging of child's reading and education.
- 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:
- Physical and mental tolerance to shift work, particularly during busy nights with multiple competing priorities.
  - Responsive and sensitive handling of the public, including customer complaints.
  - Management of financial transactions including balancing register monies each shift.
  - A reliable ability to stay calm on busy nights.
  - The capacity to motivate other team members.
  - Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 4 years.
- 2015 –2016      **Disability Support Worker** (casual)  
Community Solutions
- Provided compassionate and sensitive direct care for two individuals with disabilities and complex behaviours, including Autism Spectrum Disorder, Cerebral Palsy and Obsessive Compulsive Disorder.
  - Assisted with personal care, daily activities and medications.
  - Implemented positive support plans based on client's individual needs.
  - Built strong professional relationships with clients and their families.

## MEMBERSHIPS

- 2016 – present      Occupational Therapy Australia
- 2016 – present      JCU Occupational Therapy Student Society

## REFEREES

**Ms Caroline Bingley**  
Senior Occupational Therapist  
Townsville Hospital  
Phone: (07) 4700 5555  
Email: caroline.bingley@health.qld.gov.au

**Mr Fitzwilliam Darcy**  
Manager  
XYS Injury Management Services  
Phone: (07) 4740 8888  
Email: Manager@xys.com.au

**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
- **[Lynda.com](#)**: Boost your skills with online short courses, via the Library page

**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.*