

# 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.
- 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 bullet points to describe your responsibilities and achievements. This heading could also be Practical Experience or Course Placements.

### EMPLOYMENT HISTORY

If your employment history is not relevant to your studies keep it brief and focus on your skills and achievements. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months list this.

### MEMBERSHIPS

Include memberships of professional or industry bodies.

### REFEREES

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

### Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
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.

# Jason Lewis

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

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

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

## EDUCATION

2014—current **Bachelor of Occupational Therapy**  
James Cook University, Townsville, QLD  
Expected Date of Completion: November 2017

### Achievements

- GPA: 6 (Scale 1-7, 7 being the highest)
- St Mark's College Award for Outstanding Academic Results (2014, 2015)

2013 **Certificate III in Aged Care**  
Barrier Reef Institute of TAFE, Townsville, QLD

2013 **Year 12 Senior Certificate**  
Kirwan State High School, QLD

### Achievements

- OP 2
- High School Captain

**Tip** – It not mandatory to list High School. If you have recently completed High School and also have achievements to list you may consider including it in your resume.

## TRAINING AND PROFESSIONAL DEVELOPMENT

2017 **Wheelchairs and Seating Workshop**, Queensland Health

2016 **Cardio Pulmonary Resuscitation Refresher**, Queensland First Aid

2015 **Administering a Mental State Examination**, Queensland Centre for Mental Health Learning

2015 **Senior First Aid**, St John Ambulance Australia

**Tip** – Training and Professional Development could sit after your Employment History section if you prefer.

## KEY SKILLS

**Communication:** Highly developed communication skills gained from participating in university group assignments and presentations, and ...

**Teamwork:** Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university and participation in a basketball club and role as club secretary.

**Tip** – A Key Skills section is not mandatory, however if you include it ensure you list relevant skills and include a statement to reinforce them.

**Tip** – When describing your placement responsibilities phrase them to convey transferable skills, accomplishments and effectiveness. You may need to list more bullet points for placements which are most relevant to the job you are applying for.

## CLINICAL PLACEMENTS

- 2016                      **Child and Youth Mental Health Service**                      Feb – April (11 weeks)
- Completed sensory profile assessments...
  - Designed and implemented treatment plans including: ....
  - Completed documentation and ... using CIMHA
  - ...
- 2016                      **Access Therapy Services, Townsville**                      Sept – Nov (7 weeks)
- Provided case management and support to...
  - Conducted home, functional and seating assessments; facilitated...
  - Provided education to ... on ...
  - Researched... and provided a presentation to...
- 2016                      **Community Rehabilitation North Queensland**                      July – Sept (7 weeks)
- Administered initial comprehensive, upper limb, cognitive, sensory and home assessment
  - Ran group sessions on...
  - Developed a handout on...

## EMPLOYMENT HISTORY

- 2015 – present                      **Lifestyle Assistant** (casual)  
Community Connections, Townsville
- Achievements & Responsibilities**
- Provided care and support to...
  - Supported client to...
  - ...
- 2015 – present                      **Student Mentor** (voluntary)  
James Cook University Mentor Program
- Achievements & Responsibilities**
- 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
- 2012 – 2014                      **Rehab and Return to Work Coordinator**  
Kinetic Health, Townsville, Queensland
- Achievements & Responsibilities**
- Assisted in developing return to work programs
  - Completed pre-employment assessments
  - ...

## MEMBERSHIPS

2017

Occupational Therapy Australia Student Membership

## REFEREES

### Joe Black

Senior Occupational Therapist  
Child and Youth Mental Health Service  
Phone: (07) 4744 4444

### Kate Smith

Senior Occupational Therapist  
Access Therapy Services  
Phone: (07) 4755 5555

### 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*.