

POSTGRADUATE RESUMES

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

List Tertiary education, including thesis and/or other relevant achievements. Share any prizes, awards and honors. Listing high school information is usually unnecessary at this stage.

PRACTICUM AND INDUSTRY EXPERIENCE

Use bullet points to describe your responsibilities and achievements. (Relevant for students who have had placement as part of their degree)

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.

MEMBERSHIPS

Include memberships of professional or industry bodies.

REFEREES

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

Optional Headings

Volunteering	Key Skills
Special Awards	Extra-curricular Activities
Conferences	Professional Development

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

- 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't

- 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 Jones

CAREER OBJECTIVE - 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

2017 – present

Master of Science (Professional)

James Cook University, Cairns, QLD

Expected completion date: November 2018

Relevant Achievements

- Qualitative and quantitative data collection and
- Presentation atMini Conference for undergraduate science students

Research Project

Examination of in relation to in Northern Queensland

2012 - 2015

Bachelor of Science (Hons)

James Cook University, Townsville, QLD

Major: Marine Biology

Honours – List the title of your thesis

Achievements

- GPA: 6.2 (Scale 1-7, 7 being the highest)
- 3rd and 4th year science college representative for representing student response to changes in curriculum

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

Communicating with Confidence

Lynda.com

Online short course in public speaking techniques

2017

NVIVO

Graduate Research School, JCU, Townsville

2017

SPSS

Graduate Research School, JCU, Townsville

2013

PADI Rescue diving certification – Restricted Occupational SCUBA to 30m (undertaking Onshore Supervisor Training with ADAS)

RESEARCH EXPERIENCE

Current

Climate change and potential for adaptation in corals research project

2017

Played a lead role in the Effect of Aquaculture Production on the Great Barrier Reef Research Project. Nominated for an AMSA Allen Award.

2015

Conducted a research project on the effects of plastic bottle litter on marine life and the Great Barrier Reef.

2014

Participated in surveying the effects of cyclones on seagrass meadows research project.

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

EMPLOYMENT HISTORY

- 2016 - present **Research Assistant**
College of Science and Engineering, James Cook University, Townsville
- Achievements & Responsibilities**
- Responsible for undertaking laboratory process to complete tasks and assignments required for the larger research project
 - Reporting of data and analysis within the project
 - Overseeing the research team to ensure data validity and reliability
- 2013 - 2014 **Visitor Service Officer – Aquarist/Diver (casual)**
Great Barrier Reef Marine Park Authority, Townsville
- Achievements & Responsibilities**
- Customer service and providing information to visitors when required
 - Assisting with laboratory water quality analyses, bioassays, and daily monitoring
 - Assisting staff with specimen breeding, feeding and disease control
 - SCUBA diving duties
- 2013 – 2014 **Student Mentor (voluntary)**
James Cook University Mentor Program
- Achievements & Responsibilities**
- Coordinated tours on campus in O week for new Science students
 - Trained in communication, mentoring and advocacy
 - Acted regularly as a support and mentor to 5 new students
 - Proactive in suggesting a timetable for mentor staffing of learning centre. The mentor co-coordinator has since implemented this suggestion.
- 2011 – 2012 **Retail Assistant (casual)**
Cotton On, Townsville
- Achievements & Responsibilities**
- 6 month period as Assistant Store Manager (prior to full-time University)
 - Customer relations and extensive sales experience
- 2010 – 2014 **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.
 - A reliable ability to stay calm on busy nights
 - Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 4 years

PUBLICATIONS

Jones, S., Thompson, A., Smith, J. Peterson, P., Hills, C., Simpson, C. (2017) *Effects of Aquaculture Production on the Great Barrier Reef*. Reviews in Aquaculture. (In Press)

Jones, S., & Thompson, A. (2017). *Developing a postgraduate application*. The Australian Journal of Postgraduate Career Information, 30(3), 245-251.

Jones, S. (2015). *The possible effects of plastic bottle litter on marine life*. Paper presented at the JCU Research Seminar Series, Townsville, Australia.

MEMBERSHIPS

2015 – current AMSA Member - Australian Marine Sciences Association Member

Tip – Add your name in the footer.

REFEREES

Dr Anne Thompson

Senior Lecturer - Marine Biology and Aquaculture
James Cook University
Phone: 4700 5555
Email: anne.thompson@jcu.edu.au

Mr Neil Wordsworth

Chief Aquarist
GBRMPA
Phone: 4700 5555
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Need more help? Go to www.jcu.edu.au/careers for more resources:

- [Information Sheets](#): Action 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
- [Develop an Enterprising Mindset](#) and gain the key skills and attributes employers are seeking

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 Careers Resource Guide – Ian McLeod:

https://www.jcu.edu.au/_data/assets/pdf_file/0016/272122/2017-GRS-Careers-Resource-Guide-Ian-McLeod.pdf

Resources include Bright, J., & Earl, J. (2004). *Resumes that get shortlisted; Proven strategies to get the job you want.*