

Your success in gaining an interview for a graduate position or progressing further in the application process, hinges upon the quality of the written application you provide to an employer.

This is your opportunity to demonstrate that you possess the necessary knowledge, skills and abilities for the position.

Tailor your resume

Your resume is a marketing tool. It is **essential** that you **tailor your resume for every job application** to increase the fit between you, the role and the school.

Thoroughly research the school and the position to determine what the employer is looking for.

You **must** follow the application instructions to ensure your application progresses to the next stage.

Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

Emphasise your strengths as they relate to each particular role and match your skills and abilities to the job you are applying 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's expectations.

Under each heading list experiences in reverse chronological order, most recent first.

PERSONAL DETAILS

- Name, address, phone and email.
- LinkedIn Profile – ensure your profile is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required**.

CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional, 2-3 lines)

This section should only be added to your resume if it has been written to suit the position and organisation you are applying to. This is your opportunity to market your key selling points plus state why you want the job.

EDUCATION

Tertiary, high school (only list high school if you are a recent school leaver and have relevant achievements to list) and other relevant training qualifications. Begin with your **Bachelor of Education**.

MEMBERSHIPS

Include memberships of professional or industry bodies.

PROFESSIONAL EXPERIENCE

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 school.

EMPLOYMENT HISTORY

Begin with the most recent. 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
Community Involvement	Research Projects

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Use verbs to describe your skills and employment achievements. See the ['Action Words for your Application' Information Sheet](#) for more examples.

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor your resume 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, professional layout with consistent font/bullets.
- Use bullet points to list your professional experience and employment history and associated responsibilities and achievements.
- Check and check again for spelling and 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.

Janice Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

Email: janice.smith@my.jcu.edu.au

LinkedIn: [janicetsmith](#)

Tip – ensure your email address reflects a professional image. Personalise your LinkedIn URL.

CAREER STATEMENT or PROFESSIONAL SUMMARY

This is optional.

Tip – If you decide to add a **Career Statement or Professional Summary**, keep it brief (3-4 sentences). Indicate what personal or professional attributes you can bring to the position and ensure it matches the role you are applying for.

EDUCATION

2018 – present

Bachelor of Education (Primary)
James Cook University, Cairns, QLD
Expected completion date: November 2021

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Participated in Education Queensland conference – awarded best poster for XXXX

Tip - Think about highlights from your course, awards, prizes, projects that make you stand out.

Tip - Include other degrees or qualifications completed prior to the **Bachelor of Education** in this section.

Year 12 Senior Certificate
Smithfield State High School, QLD

Achievements

- Social Justice Captain, active member of the Student Representative Council

Tip – Only include if you are a recent school leaver and can list achievements such as: school awards, prizes, leadership position, extra-curricular

PROFESSIONAL DEVELOPMENT

2021 **Mental Health First Aid Course**, James Cook University
2020 **Behaviour Management Course**, XXXX
2019 **Speechcraft Course**, XXXX

Tip – List relevant conferences, courses, workshops attended. List course provider, title and date.

PROFESSIONAL EXPERIENCE

2021 **Student Teacher, Year 1**
Cairns West State School, May - June (25 days)

- Successfully developed and delivered a new subject to encourage healthy eating
- Managed classroom activities in absence of one of the regular teaching staff
- Initiated a new buddy project to help address bullying
-

Supervisor's Comment (**OPTIONAL**)
.....
.....Supervising Teacher

2021 **Student Teacher, Year 4**
St Andrews Catholic College, January – February (20 days)

- Developed and successfully delivered a new module to encourage online safety and presented to lower primary staff in student free days
- Provided one-to-one support to new student from a non-English speaking background
-

Supervisor's Comment (**OPTIONAL**)
.....
.....Supervising Teacher

Tip – Your prac experience is a major selling point. Consider your different roles. How did you contribute to the class, improve your skills and manage different situations? Did you receive positive feedback?

PROFESSIONAL EXPERIENCE Continued

- 2020 **Student Teacher, Year 2**
Trinity Beach State School April - May (15 days)
Following successful practicum, negotiated a casual paid position, one day per week.
- Assisted with introduction of new students joining the class at mid term
 - Planned and implemented a new daily session on “being kind”
- 2019 **Student Teacher, Year 3**
Mossman State School, July - August (5 days)
- Planned and implemented a two week science unit on “Water”
 - Participated in training to support students with learning difficulties
 -
- 2019 **Student Teacher, Year 2**
Innisfail State School, July (10 days)
- Provided one-to-one support to students with learning difficulties
 - Planned and led small group activities “*science-on-the-lawn*” project
- 2018 **Student Teacher, Year 2/3 – observational placement**
Caravonica State School, April (5 days)
- Observed a team teaching program in the composite class
 - Assisted with Book Week project

PROFESSIONAL INVOLVEMENT

- 2019 - 2021 Member of JCU Education Society
2019 - 2021 Regular attendee at local CPD events

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

EMPLOYMENT HISTORY

- 2020 – present **Teacher Aide, Year 2 (Casual, paid role)**
Trinity Beach State School - 1 day per week
- Provided one-to-one support to students with learning difficulties
 - Provided homework assistance to 30 students
- Feb – June 2019 **Library Assistant**
JCU Library Cairns Campus
- Assisted Library staff with routine tasks
 - Shelving books
 - Assisting students with queries
- 2017 – 2018 **Retail Assistant**
Supercheap Pharmacy, Smithfield
- Responded to customer enquiries
 - Participated in product training to ensure correct recommendations
 - Awarded Employee of the Month for best Team Player

Tip – Highlight your achievements, responsibilities and key skills gained.

Tips

- Focus on highlighting achievements, responsibilities and transferable skills developed that are relevant to **education** and which indicate your capacity as a future employee
- Commence each description with an **action word** (verb)
- **Don't** just list the duties from your Position Description
- Make a **clear connection** to the job you are applying for
- Identify **complexity** and **achievements** in each statement

COMMUNITY SERVICE

- 2021 **Pyjama Angel, Cairns Region**
- Weekly reading session with two children in foster care (aged 7 and 9)
- 2019 – 2020 **Student Mentor, James Cook University (Volunteer role)**
- Supported first year Education students settle in and succeed in their transition into university
 - Trained in communication, mentoring and advocacy
- 2018– 2020 **Relay for Life annual breast cancer fund raising event**
- Team leader and active fund raiser, team successfully raised over \$2000 each year

Tips

List the skills that are relevant to the position / employer - relate them to your **experiences** to support your claim. Don't underestimate volunteering. Employers value community service as it demonstrates local connection

KEY SKILLS

- Communication:** Highly developed communication skills gained from participating in a Speechcraft course through Toastmasters, work experience, and university group presentations.
- Teamwork:** Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university, community service and employment.
- IT Skills:** Microsoft Office, Adobe Suite advanced Photoshop skills.

Tip – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

INTERESTS

- Member of Cairns Saints Hockey Club
- Coach for Under 12s Cairns Saints Hockey Team
- Keen traveller – backpacked through Europe independently

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 Sally Brown
Placement Supervisor
Trinity Beach State School
Phone: 07 4042 5555
Email: XXXX

Ms Jane Taylor
Library Manager
JCU Library, Cairns Campus
Phone 07 4055 2222
Email XXXX

**DO NOT COPY – PLEASE USE
THIS EXAMPLE TO GENERATE
YOUR OWN IDEAS**

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 get feedback on your application.

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.