

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.

PRACTICUMS

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 placement

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.

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.

CAREER OBJECTIVE *This is 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

2015 – present

Bachelor of Education

James Cook University, Cairns, QLD

Expected completion date: November 2018

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Obtained Distinction grades for (**add relevant subjects**)
- Developed resource for children with XXXX condition
- Participated in Education Queensland conference – awarded best poster for XXXX

2014

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

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

PROFESSIONAL DEVELOPMENT

2016

Completed Mental Health First Aid Course at JCU

2015

Completed Behaviour Management Course at XXX

2015

Completed Speechcraft Course at XXXX

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

PROFESSIONAL PRACTICE

2017

Student Teacher, Prep Class

Cairns West State School, January – June (x weeks, days, hours)

- Successfully developed and delivered a new subject to encourage healthy eating
- Management classroom activities in absence of one of the regular teaching staff
- Initiated a new bookworm reading project
-

Supervisor's Comment (**OPTIONAL**)

.....
.....Supervising Teacher

2016

Student Teacher, Year 2

Trinity Beach State School, January – June (x weeks, days, hours)

- Assisted with introduction of new students joining the class at mid term
- Planned and implemented a three week science unit on "Water"
- Participated in training to support students with learning difficulties
-

Supervisor's Comment (**OPTIONAL**)

.....
.....Supervising Teacher

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

PROFESSIONAL PRACTICE Continued

2015 – present

Teacher Aide, Year 2

Trinity Beach State School (one day per week during school term)

Following successful practicum, negotiated a casual paid position, one day per week.

Achievements / Responsibilities / Key Skills gained

- Provided one-to-one support to students with learning difficulties
- Planned and led small group activities “science-on-the-lawn” projects

Supervisor’s Comment (**OPTIONAL**)

.....
.....Supervising Teacher

PROFESSIONAL INVOLVEMENT

2016

Member of JCU Education Society

2015

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.

COMMUNITY SERVICE

2016

Pyjama Angel, Cairns Region

- Weekly reading with foster children

2015 – 2016

Student Mentor, James Cook University (Volunteer role)

- Supported first year Social Work students settle in and succeed in their transition into university
- Trained in communication, mentoring and advocacy

2014 – 2016

Relay for Life annual breast cancer fund raising event

- Team leader and active fund raiser, team successfully raised over \$2000 each year

EMPLOYMENT HISTORY

Feb 2017 – Nov 2017

Library Assistant

JCU Library Cairns Campus

- Assisted Library staff where needed
- Shelving books
- Assisting students with queries

Jan 2012 – Dec 2013

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 – 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.

Tip – Add your name in the footer.

Tip – Don't just list your skills – you need to relate them to your **experience, knowledge or abilities**.

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.

REFEREES

Ms Sally Brown
Placement Supervisor
Anglicare North Queensland
Phone: 07 4042 5555
Email: XXXX

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

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.

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*.

Need more help? Go to 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