

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 highlight 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 and extract points which could help to sell your skills 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 – most recent first.

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 qualifications - only list high school if you are a recent school leaver and have relevant achievements to list.

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 to professional or industry bodies.

REFEREES

Supervisor/Manager/Academic. Usually 2 to 3 people. Avoid personal referees. Listing an academic as a referee is acceptable for course relevant jobs, or if you don't have any work-related referees. Always obtain permission and keep your referees up-to-date with your progress.

PRACTICUM AND INDUSTRY EXPERIENCE

Use bullet points to describe your responsibilities and achievements. This is relevant for students who have had placement as part of their degree or who have independently secured industry experience. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations. What skills did you learn? What projects did you contribute to?

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

- 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 and 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.

Sarah Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: Sarah.Smith2@my.jcu.edu.au

LinkedIn: <https://au.linkedin.com/in/sarahsmith>

CAREER OBJECTIVE *This is optional.*

EDUCATION

2015 - present

Bachelor of Business (Hons)

James Cook University, Townsville, QLD

Major: Human Resources

Marketing

Honours – *List the title of your thesis*

Expected Date of Completion: November 2018

Full academic transcript can be provided upon request

Achievements

- GPA: 5.7 (Scale 1-7, 7 being the highest)
- 3rd and 4th year Business School student representative on Committee for Curriculum Change
- Member of group of three who received the highest grade for research project on new human resources app for small business

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.

2014

Certificate II in Retail Operations

Barrier Reef TAFE, Townsville

2013

Year 12 Senior Certificate

Townsville High School, QLD

Achievements

- High achievement in English and Japanese
- Active member of the Student Representative Council
- School representative for regional debating team
- Co-produced short radio play, aired on community radio

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

Australian Human Resources Institute Conference, Townsville

Student participant and committee volunteer

2016

Speechcraft

Toastmasters, Townsville

Commended for impromptu class presentations

2015

Occupational Health and Safety Training

Completed at Colorado Clothing Company

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 participating in a Speechcraft course through Toastmasters, hospitality and retail 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 and participation in a running club and role as club treasurer.

Languages: Fluent in Japanese

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

COURSE PLACEMENTS

- 2017 **PR Solutions**, Townsville, May - June (4 weeks)
- Worked in a project group developing a marketing plan for a local sporting event.
 - Applied well developed analytical skills to the projects – skills evidenced by strong grades in academic research assessments.
 - Presented the proposal to the committee on behalf of the group.
- 2016 **WiseDesign**, Townsville, September - October (6 weeks)
- Developed a business proposal for a new web-based staff communication and information product.
 - Presented the proposal to Senior Management resulting in the proposal being implemented by the company in their marketing campaign.

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?

EMPLOYMENT HISTORY

- Feb – Nov 2017 **NQ Fundraising Co-ordinator** (voluntary: 6hours/week)
The Oak Tree Foundation
- Achievements and Responsibilities**
- Managed a successful fundraising campaign at JCU Townsville, raising over \$3,000 towards the East Timor project.
 - Co-ordinated a team of 3 to generate ideas for improvement of
 - Maintained budget and financial records for local branch.
 - Experience in the design and implementation of
- 2016 – present **Student Mentor** (voluntary)
James Cook University Mentor Program, Townsville
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Business students.
 - Trained in communication, mentoring and advocacy.
 - Act regularly as a support and mentor to 5 new students.
- 2015 – present **Retail Assistant** (casual)
Colorado Clothing Company
- Achievements and Responsibilities**
- 6 month period as Assistant Store Manager (prior to full-time University).
 - Customer relations and extensive sales experience.
 - Created visual displays and merchandising.

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.

EMPLOYMENT HISTORY continued

2015 – 2017

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.
- 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 3 years.

MEMBERSHIPS

2016 – present Student Member of Australian Human Resources Institute

2016 – present Member of JCU Business Student's Society

COMMUNITY INVOLVEMENT

2016 – present Team member and treasurer of JCU Running Club

REFEREES

Dr Anne Smith

Senior Lecturer - School of Advanced Study
James Cook University
Phone: (07) 4700 5555
Email: Anne.Smith@jcu.edu.au

Mr Neil Wordsworth

Retail Manager
Colorado Clothing Company
Phone: (07) 4700 5555
Email: Manager@colorado.com.au

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

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.*