

GRADUATE RESUMES

Physiotherapy

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.

Due to the volume of applications, many Health Departments use online application systems. You **must** follow the instructions to ensure your application progresses to the next stage. Each organisation's application process will have different requirements.

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 that 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.

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).

MEMBERSHIPS

Include memberships of professional or industry bodies.

CLINICAL PLACEMENTS

Some employers require a copy of your Clinical Placement Report, others don't. If it is not required, use your resume as an opportunity to describe your responsibilities, achievements, range of patients treated, range of situations (remote, city etc.). 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.

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.

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor it to the job description/organisation.
- Be clear, concise and truthful – no long paragraphs.
- Check page requirements.
- Use a simple layout with consistent font/bullets.
- Use bullet points to list your employment history responsibilities/achievements.
- Check and check again for spelling or grammatical errors.
- Avoid jargon.
- Online screening software can't read photos, clipart, tables, fancy fonts, borders.
- Ensure the headings suit your own skills and experience. Each person's resume will be different.

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.

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Tip – Use a professional email address such as your JCU email.

CAREER OBJECTIVE *This is optional.*

Tip – This is optional. If you decide to add a **Career Objective**, keep it short and targeted.

EDUCATION

2017 – current

Bachelor of Physiotherapy

James Cook University, Townsville, QLD

Expected completion date: November 2020

Relevant Achievements

- Grade Point Average: 5.8 (scale 1-7, 7 being highest)
- St Mark's College Award for Outstanding Academic Results (2017)

Tip - Only include relevant information. Think about highlights from your course/subjects/assignments.

2016

Year 12 Senior Certificate

Kirwan State High, QLD

Achievements

- OP2

TRAINING AND PROFESSIONAL DEVELOPMENT

2018

Clinical Placement Student Orientation – Qld Health iLearn Modules

2018

Allied Health Student Training – Qld Health

2017

Strapping/Kinesiology & De-load Taping – Strapit Medical Sports Supplies

2016

Level 1 Sports Trainer – Sports Medicine 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 presentations, group assignments, student mentoring and clinical placements.

Teamwork:

Strong ability to work as part of team, evidenced by high academic achievements in group assignments at university and involvement in sport.

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 – Add your name and page number in the footer.

CLINICAL PLACEMENTS

Tip – Listing Supervisors comments is **optional**.

- 2019 **SportsMed Mater Private Hospital** May – June (5 weeks)
- Assessed and provided treatment to patients in clinic and in-ward.
 - Designed programs for joint manipulation and mobilisation to reduce pain, improve mobility and strengthen muscle.
 - Provided clinical assessment and treatment for a range of conditions including sports injuries, workplace injuries, headaches and post orthopaedic surgery.
 - Assisted in-ward patients with the correct use of aids, splints and crutches and post-operative care.

Supervisor’s Comment (**OPTIONAL**)
 Clinical Supervisor

- 2018 **Tully Base Hospital/Tully Sports and Spinal Physio** Nov – Dec (5 weeks)
- Demonstrated initiative by designing and implementing weekly hydrotherapy rehabilitation group classes and participating and instructing a weekly over 50’s group fitness program.
 - Provided patient-centred care in-ward under the direction of supervising staff.
 - Assisted with treatment and rehabilitation after sport and workplace injury.
 - Conducted pre-employment assessments.

Supervisor’s Comment (**OPTIONAL**)
 Clinical Supervisor

- 2018 **James Cook University Musculoskeletal Clinic** Sept - Oct (5 weeks)
- Presented and informed case study regarding pregnancy related pain.
 - Treatment techniques included joint manipulation, exercise programs, soft tissue mobilisation, electrotherapy, taping and strapping.
 - Developed and broadened information gathering, assessment and treatment skills by managing a variety of chronic and acute musculoskeletal patients.

Supervisor’s Comment (**OPTIONAL**)Clinical Supervisor

Tip - How did you contribute to the clinic? How did you improve your skills? How did you manage different situations? Did you receive positive feedback?

- 2018 **Cairns Base Hospital (Acute Department)** July – August (5 weeks)
- Gained knowledge and practice in orthopaedic conditions and treatment.
 - Acute cardiorespiratory and orthopedic inpatient physiotherapy services
 - Observed and assisted with exercises prescription for osteoarthritis/osteoporosis
 - Developed a handout for exercise programs to improve mobility and strengthen muscles.

Supervisor’s Comment (**OPTIONAL**) Clinical Supervisor

Tip – Consider the employer you are applying to and which placements are most **relevant** to them – you may need to list more points under the more **relevant** placements than others.

EMPLOYMENT HISTORY

2017 – present **Sports Trainer** (casual)
 TPS Health

Achievements & Responsibilities

- Design core strength, rehabilitation and conditioning programs
- Perform fitness evaluations and orientations
- Ensure proper equipment maintenance
- Develop and maintain individualised fitness programs
- Develop athletic injury prevention and treatment programs

2017 – present

Student Mentor (voluntary)
James Cook University Mentor Program

Achievements & Responsibilities

- Coordinated tours on campus in O week for new Physiotherapy students.
- Trained in communication, mentoring and advocacy.
- Act regularly as a support and mentor to 5 new students.

2013 – 2015

Senior Lifeguard
Kokoda Memorial Pool

Achievements & Responsibilities

- Provide lifeguard duties ensuring swimmers safety
- Train and supervise new lifeguards
- Communicate with the public

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.

LICENCES AND CERTIFICATES

Current First Aid and CPR
Current Working with Children Check Blue Card
Surf Life Saving Australia Senior Beach Lifeguard Qualifications
RLSSA Bronze Medallion
Current Open Driver Licence

MEMBERSHIPS

2017 – present Sports Medicine Australia
2016 – present Australian Physiotherapy Association
2013 – present Australian Lifeguard Service

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

Christina Black
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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
- During semester, visit our **Career Peer Leaders** at the **Drop-in Session** for feedback on your draft resume – times and days are on our website, no appointment required
- Make an appointment with the **Careers and Employment Team** to discuss your job search strategies