

POSTGRADUATE RESUMES

Higher Degree Research

Your ability to gain an interview 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.

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 job and the employer.

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

A role in the public sector may have a different focus from a private company. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths, achievements, skills and abilities as they relate to each particular job you are applying for. Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

Headings

There are no set headings for a resume, although the following headings are commonly included. 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 customising 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 and state why you want the job.

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.

MEMBERSHIPS

Include professional memberships.

PRACTICUM & INDUSTRY EXPERIENCE

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

RESEARCH EXPERIENCE

Use bullet points to describe your research and work with the year it occurred and the Institution or organisation. Mention if you were involved in applying for any funding grants. Share any prizes or awards!

PUBLICATIONS

If you have any publications you should list these on your resume and list them in order of importance.

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 for example, list this.

REFEREES

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

Optional Additional Headings

Research Projects	Key Skills
Special Awards	Conferences
Professional Development	Extra-curricular Activities

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Use verbs to describe your skills and employment achievements. See the ['Action Verb' 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 formatting.
- Use bullet points to list your relevant experience and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **Applicant Tracking System (ATS)** 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.

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

CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional)

Up to 4 sentences including relevancy to the job description and organisation.

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

EDUCATION

2018 - 2021 **Doctor of Philosophy**
Thesis: ...
James Cook University, Townsville, QLD

Achievements

- Qualitative and quantitative data collection and analysis tools used
- Development and pilot of data collection instrument to be used in major study
- Publications in peer-reviewed Journals and presentation at International conference

2017 **Bachelor of Science (Hons), Major: Marine Biology**
James Cook University, Townsville, QLD

Achievements

- GPA: 6.5 (Scale 1-7, 7 being the highest)
- 3rd and 4th year science college representative on Curriculum Change Working Party

Tip - Only include relevant information. Think about highlights from your course, awards, prizes, projects that make you stand out. Keep it targeted.

TRAINING AND PROFESSIONAL DEVELOPMENT

2020 **Communicating with Confidence**
LinkedIn Learning
Online short course in public speaking techniques

2019 **NVIVO**
Graduate Research School, JCU, Townsville

SPSS
Graduate Research School, JCU, Townsville

2018 **Teaching the JCU Way**
Teaching & Learning Development, JCU, Townsville

2017 **PADI Rescue diving certification** – Restricted Occupational SCUBA to 30m (2015)
(undertaking Onshore Supervisor Training with ADAS)

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

RESEARCH EXPERIENCE

Current Climate change and potential for adaptation in corals research project.

2019 Played a lead role in the Effect of Aquaculture Production on the Great Barrier Reef Research Project. Nominated for an AMSA Allen Award.

2018 Conducted a research project on the effects of plastic bottle litter on marine life and the Great Barrier Reef.

2017 Participated in surveying the effects of cyclones on seagrass meadows research project.

Tip – Add your name in the footer.

EMPLOYMENT HISTORY

2019 - Present

Casual Research Officer

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
- Field work, observing and recording data and sample collection
- Overseeing the research team to ensure data validity and reliability

2018 - Present

Tutor & Sessional Lecturer

College of Science and Engineering, James Cook University, Townsville

Achievements & Responsibilities

- Responsible for the development and delivery of lectures across a Level 1 subject
- Responsible for the development and delivery of tutorial sessions across Level 1 and Level 2 subjects
- Liaised with Subject Coordinator and other Tutors to ensure consistency of subject matter across tutorial and lectures
- Responsible for marking of assessment and reporting of results to the Subject Coordinator

2016

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.

2015 – 2016

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

PUBLICATIONS

Knowles, S., Thompson, A., Smith, J. Peterson, P., Hills, C., Simpson, C. (2018) *Effects of Aquaculture Production on the Great Barrier Reef*. Reviews in Aquaculture. (In Press)

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

Knowles, S. (2017). *The possible effects of plastic bottle litter on marine life*. Paper presented at the JCU Research Seminar Series, Townsville, Australia.

Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **the position and the employer** 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

MEMBERSHIPS

2016 – Current AMSA Member - Australian Marine Sciences Association Member

CERTIFICATIONS/LICENSES

- Queensland 'C' Class Driver's licence (manual)
- PADI Rescue diving certification
- First Aid Certificate

Tip – Some roles will require a Driver's Licence – check the position description.

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
Email: n.wordsworth@gbmpa.gov.au

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.

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 discuss your job search

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

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.