

# 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. Try and keep it to 2-4 pages

A useful guide is the GRS Careers Resource Guide created by Ian McLeod:

<https://www.jcu.edu.au/careers-and-employability/students/postgraduate-students>

### Market Yourself

Your resume is a marketing tool. Determine what the employer is most interested in and what your best selling points are.

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.
- 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

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.

#### 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. **Don't forget to 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 list this.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### REFEREES

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

### Optional Headings

Volunteering  
Conferences

Key Skills  
Special Awards

### 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

# Sally Jones

## CAREER OBJECTIVE - 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 – 2017 **Doctorate 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

2011—2014

**Bachelor of Science, Majoring in Marine Biology (Hons)**

James Cook University, Townsville, QLD

### Achievements

- GPA: 6.2 (Scale 1-7, 7 being the highest)
- 3rd and 4th year science college representative for representing student response to changes in curriculum

## TRAINING AND PROFESSIONAL DEVELOPMENT

2017

**Communicating with Confidence**

Lynda.com

Online short course in public speaking techniques

2016

**NVIVO**

Graduate Research School, JCU, Townsville

**SPSS**

Graduate Research School, JCU, Townsville

2015

**Teaching the JCU Way**

Teaching & Learning Development, JCU, Townsville

2011

**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

2016

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

2015

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

2014

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

## EMPLOYMENT HISTORY

- 2016 - 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
- 2015 – 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
- 2011 – present      **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
- 2013 – 2014      **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.

## PUBLICATIONS

Jones, S., Thompson, A., Smith, J. Peterson, P., Hills, C., Simpson, C. (2016) *Effects of Aquaculture Production on the Great Barrier Reef*. Reviews in Aquaculture. (In Press)

Jones, S., & Thompson, A. (2015). *Developing a postgraduate application*. The Australian Journal of Postgraduate Career Information, 30(3), 245-251.

Jones, S. (2015). *The possible effects of plastic bottle litter on marine life*. Paper presented at the JCU Research Seminar Series, Townsville, Australia.

## MEMBERSHIPS

2015 – current      AMSA Member - Australian Marine Sciences Association Member

**Tip** – Add your name in the footer.

## REFEREES

### Dr Anne Thompson

Senior Lecturer - Marine Biology and Aquaculture  
James Cook University  
Phone: 4700 5555  
Email: [anne.thompson@jcu.edu.au](mailto:anne.thompson@jcu.edu.au)

### Mr Neil Wordsworth

Chief Aquarist  
GBRMPA  
Phone: 4700 5555  
Email: [n.wordsworth@gbmpa.gov.au](mailto:n.wordsworth@gbmpa.gov.au)

Need more help? Go to [www.jcu.edu.au/careers](http://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

### 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 Careers Resource Guide – Ian McLeod:

[https://www.jcu.edu.au/\\_data/assets/pdf\\_file/0016/272122/2017-GRS-Careers-Resource-Guide-Ian-McLeod.pdf](https://www.jcu.edu.au/_data/assets/pdf_file/0016/272122/2017-GRS-Careers-Resource-Guide-Ian-McLeod.pdf)

Resources include Bright, J., & Earl, J. (2004). *Resumes that get shortlisted; Proven strategies to get the job you want.*