

# GRADUATE RESUMES

## Environmental Practice

Your success in gaining an interview for a graduate position or progressing further in the application process, hinges upon the quality of the written application you provide to an employer.

This is your opportunity to demonstrate 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. Decide what headings best match you to the prospective employer's expectations.

Under each heading list 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)
- Photo, date of birth, marital/parental status and health are **not required**.

#### PROFESSIONAL SUMMARY or CAREER STATEMENT (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 plus state why you want the job.

#### EDUCATION

Tertiary, high school (only list high school if you are a recent school leaver and have relevant achievements to list) and other relevant training qualifications. Begin with your **Bachelor of Environmental Practice**.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### PLACEMENTS/INDUSTRY EXPERIENCE

Course placements are a great way to gain practical experience in your field. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (government department, small business, large corporation etc.) What skills did you learn? How did you contribute?

#### EMPLOYMENT HISTORY

Begin with most recent. 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. Avoid personal referees. (Usually 2 to 3 people)

### Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
Community Involvement	Research Projects

### 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 font/bullets.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **applicant tracking system 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.

# John Lawson

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

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: [John.Lawson2@my.jcu.edu.au](mailto:John.Lawson2@my.jcu.edu.au)

LinkedIn: <https://au/linkedin.com/in/johnlawson2>

## PROFESSIONAL SUMMARY or CAREER STATEMENT

*This is optional.*

**Tip** – If you decide to add a **Professional Summary or Career Statement**, 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

2017 - present

### Bachelor of Environmental Practice

James Cook University, Cairns, QLD

**Tip** - Include other degrees or qualifications completed prior to **Bachelor of Environmental Practice** in this section.

#### Major: Land and Water Management

Expected Date of Completion: November 2019

Full academic transcript can be provided upon request

#### Achievements

- Grade Point Average: 6.1 (Scale 1-7, 7 being the highest)
- Distinction for research project – (*Title of project*)
- Subject Prize for EV3110 – Environmental and Social Impact Assessment

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

2016

### Diploma of Conservation and Land Management

TAFE, Cairns, QLD

2015

### Year 12 Senior Certificate

Cairns High School, QLD

**Tip** - Include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.

#### Achievements

- High achievement in English and Geography
- Active member of the Student Representative Council
- Founding member of Recycling Project

## TRAINING AND PROFESSIONAL DEVELOPMENT

2019

### Student Delegate

Environmental Institute of Australia and New Zealand Conference

2017, 2018

### CPR Refresher

First Aid Academy

2017

### PMASUP236 Operate Vehicles in the Field

### RIIVEH305E Operate and Maintain a 4WD Vehicle

Advanced Driving Training Centre, Cairns

**Tip** – List relevant conferences, courses, workshops attended. List course provider, title and date

## KEY SKILLS

**Communication:** Confident and clear communicator, adaptable to various contexts, strengthened through community engagement activities, previous employment and course placements

**Teamwork:** Strong ability to work as part of team, evidenced by successful team projects at university and through my work experience.

**Field Work:** Well-developed fieldwork skills gained through a variety of experiences including working as a volunteer researcher for XXXXXX

**Tip** - List the skills that are relevant to the position / employer – relate them to your experiences to support your claim.

## COURSE PLACEMENTS/RELEVANT EXPERIENCE

- 2019                    **Wet Tropics Management Authority, Cairns**, June - July (100 hours)
- Assisted Community Engagement Manager to plan, promote and deliver stakeholder meetings at three sites in connection with Yellow Crazy Ant Project
  - Recorded comments from stakeholders for follow up action
  - .....
- 2018                    **JCU PhD Student – Research Assistant**, June - July (20 hours)
- Assisted a JCU PhD student with his research project
  - Collected water samples from designated waterways and analysed and recorded the results using XXXXX software, in accordance with required procedures over a 5 day period
- 2018                    **JCU Daintree Rainforest Observatory – Research Assistant**, June (20 hours)
- Assisted with weed removal and pest eradication at the world renowned research facility
  - Updated the volunteer feedback/evaluation documents
- 2017                    **Cairns Regional Council**, September (30 hours)
- Undertook surveys as part of a region wide review of household water usage
  - Worked to a schedule and communicated effectively with a variety of householders

*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

- 2018 – present            **Animal Carer** (casual)  
Hartleys Crocodile Farm, Cairns
- Preparation of food for a variety of native animals using high level hygiene practices
  - Cleaning of animal quarters
  - General cleaning and maintenance of the park
- 2016 – 2017            **General Assistant**, (casual)  
Yuruga Native Nursery
- Preparation of potting media and planting of budding and grafted root stock
  - Application of pesticides to control pests, diseases, weeds and nutritional plant disorders
  - Keeping records of soil mixtures, plantings, treatments, losses and yields
  - Assisting customers in appropriate plant selection

## MEMBERSHIPS

- 2016 – present            **Student Member** – Environmental Institute of Australia and New Zealand

### Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **Environmental Practice** 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

## CERTIFICATIONS/LICENCES

2019 Australian Federal Police National Criminal History Check  
2018 Queensland Working with Children Check

## COMMUNITY INVOLVEMENT

2018 - 2019 **Team Member and Social Committee Member** - JCU Basketball Team  
2018 **Coach** – Under 10s Team, Cairns Junior Basketball

**Tip** – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

## INTERESTS

- Keen traveller – backpacked through South America and Asia
- 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.

## REFEREES

### Dr Anne Smith

Senior Lecturer – Environmental Management  
James Cook University  
Phone: XXXX  
Email: XXXX

### Mr Neil Wordsworth

Manager – Yellow Crazy Ant Program  
Wet Tropics Management Authority  
Phone: XXXX  
Email: XXXX

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
- 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 Employability Team** to discuss your job search strategies

**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.