

# 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 experience first.

#### PERSONAL DETAILS

- Name, address/city, phone and email.
- LinkedIn – ensure your profile is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required**.

#### 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

- 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 may not 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

Cairns, QLD 4870

Phone: 0411222222

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

LinkedIn: [linkedin.com.johnlawson2](https://www.linkedin.com/johnlawson2)

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

## CAREER STATEMENT *This is optional.*

## EDUCATION

2019 - present

**Bachelor of Environmental Practice**  
James Cook University, Cairns, QLD

**Major:** Land and Water Management  
Expected Date of Completion: November 2021

### Achievements

- Grade Point Average: 6.1 (max 7.0)
- Distinction for research project – (*Title of project*)
- Subject Prize for final year subject – Environmental and Social Impact Assessment

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

*Tip – If you decide to add a **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. Don't just repeat what you have said in your cover letter.*

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

2018

**Diploma of Conservation and Land Management**  
TAFE, Cairns, QLD

2017

**Year 12 Senior Certificate**  
Cairns High School, QLD

### Achievements

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

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

2021

**Student Delegate**  
Environmental Institute of Australia and New Zealand Conference

2020

**CPR Refresher**  
First Aid Academy

2020

**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

### Tips

- *The skills listed above are examples only, list skills relevant to the position*
- *Research is crucial – you need to identify the skills the employer/position requires and address these*
- *If specialist skills are required, demonstrate your level of expertise*

**Tip:** Be specific.

**Instead of this:** Assisted with research.

**Try this:** Reviewed 15 articles on the challenges of financing Start-ups and provided briefing to the team.

## COURSE PLACEMENTS/RELEVANT EXPERIENCE

- 2021                    **Work Integrated Learning Placement** - June - July (100 hours)  
Wet Tropics Management Authority, Cairns,
- 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
  - .....
- 2020                    **Research Assistant** – July (20 hours)  
JCU PhD Student
- Assisted a JCU PhD student with his research project on XXXXXX
  - 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
- 2020                    **Research Assistant** – June (20 hours)  
JCU Daintree Rainforest Observatory
- Assisted with weed removal and pest eradication at the world renowned research facility
  - Updated the volunteer feedback/evaluation documents
- 2019                    **Survey Assistant** – September (30 hours)  
Cairns Regional Council,
- 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

- 2020 – 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
- 2018 – 2019            **General Assistant**, (casual)  
Yuruga Native Nursery
- Prepared of potting media and planting of budding and grafted root stock
  - Applied pesticides to control pests, diseases, weeds and nutritional plant disorders
  - Kept records of soil mixtures, plantings, treatments, losses and yields
  - Assisted customers in appropriate plant selection

## MEMBERSHIPS

- 2019 – 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

2021	Australian Federal Police National Criminal History Check
2020	Queensland Working with Children Check
2020	Queensland Drivers Licence (Manual)

## COMMUNITY INVOLVEMENT

2019 - 2020	<b>Team Member and Social Committee Member</b> - JCU Basketball Team
2019	<b>Coach</b> – 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, Cairns  
Phone: XXXX  
Email: XXXX

### Mr Neil Wordsworth

Manager – Yellow Crazy Ant Program  
Wet Tropics Management Authority, Cairns  
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?
- [Employability Edge](#): Master Written Applications module
- [Big Interview](#): combine training and practice to improve your interview techniques
- [LinkedIn Learning](#): online training to help you develop skills
- Make an appointment with the [Careers and Employability Team](#) to discuss your job search strategies

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