

GRADUATE RESUMES

Information Technology

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.

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

Headings

There are no set headings for a resume, however, the following headings are commonly included. Decide what headings will 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.

WORK INTEGRATED LEARNING (WIL)

Undertaking a WIL subject is 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 (small business, government department, etc.). What skills did you learn? What projects did you contribute to?

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 for transparency.

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 your resume to the job description/organisation.
- 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 if so modify layout. Online screening software can't read text with tables, photos, clipart, fancy fonts or 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.

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

CAREER OBJECTIVE *This is optional.*

EDUCATION

2017 – present

Bachelor of Information Technology
James Cook University, Townsville, QLD
Expected completion date: November 2019

Relevant Achievements

- GPA: 5.5 (scale 1-7, 7 being highest)
- Member of the winning team in the 2nd year Start-up Competition
- Organised Online Gaming Competition for first year students
- *Consider adding a link to your website/app to show your work*

Relevant Subjects

- Database Modelling (high distinction)
- Business Intelligence and Data Mining (distinction)

2016

Year 12 Senior Certificate
Pimlico State High School, QLD

Achievements

- Completion of Certificate III in Information, Media and Technology
- School Representative in inter-school Coding Competition

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.*

Tip - Only include relevant information. Think about highlights from your course, subjects, assignments, projects which make you stand out.

TRAINING AND PROFESSIONAL DEVELOPMENT

2018

Participated in **theSPACE Start-up weekend** to work with inventors and innovators
Completion of online course – Writing Modular, Object-Orientated PHP - Advanced

2017

Attended Queensland Computer Society webinar series on Data Mining

RELEVANT SKILLS

Communication

Well-developed communication skills gained through retail employment, university team projects and providing support to senior citizens at Marlin Coast Neighbourhood Centre

IT Skills

Advanced skills in writing modular, object-orientated PHP gained through completion of an intensive online course.

Exceptional problem solving and analytical skills gained through course placement at Townsville Hospital and Health Service

Tips

- *If specialist IT skills are required – identify these and demonstrate your level of expertise*
- *Think about your **own** skills i.e. problem solving, critical reasoning, leadership.*
- *You need to match your skills to the organisation to ensure the best fit. **Research is crucial.***

Tip – Your IT 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?

Tip - Add your name in the footer

COURSE PLACEMENT

Feb – Apr 2018

Qld Health, Townsville Hospital and Health Service (8 weeks)

- Assisted with internal customer service requests, helpdesk, troubleshooting and providing technical advice
- Assisted with planned upgrades to existing systems, server and commercial software
- Worked in the Business Analyst Unit assisting with creating reports and data extraction

Feb – Apr 2017

Brilliant Computer Solutions, Townsville (4 weeks)

- Successfully completed professional experience with local company who specialise in sales, networking and maintenance
- Participated in client consultations with the Senior Technician, Networking Team
- Researched software products for inclusion in Tender Submission

PROFESSIONAL INVOLVEMENT

2017 – present

Associate Member of Australian Computer Society

2017 – present

Regular attendee at local CPD events (Dive into Digital)

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

EMPLOYMENT HISTORY

Feb 2018 – present

InfoHelp Rover (Casual), James Cook University Library

- Assisted Library staff where needed
- Troubleshooting minor IT issues
- Assisting students with general queries and use of equipment

Jan 2015 - present

Retail Assistant – Technology Department (Casual), Harvey Norman

- Customer Service, product advice and sales
- Participated in product training to ensure correct recommendations
- Awarded Employee of the Month for best Team Player

Feb 2018 – Nov 2018

Student Mentor (Volunteer), James Cook University

- Supported first year IT students settle in and succeed in their transition into university
- Trained in communication, mentoring and advocacy

Dec 2016 – Nov 2017

Marlin Coast Neighborhood Centre (Volunteer), Townsville

- Provided training in email, Facebook, Skype to Senior Citizens at weekly class

Jan 2014 – Nov 2016

Team Member (Casual), McDonalds North Ward

- Customer Service, register operation
- Food preparation and hygiene
- Participated in company training

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.

REFEREES

Michael Rodgers
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Brilliant Computer Solutions
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Dr Brenton Quirini
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***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.*

Bronwyn O'Brien
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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