

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 which 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, 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.
- 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

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.

Do's

- Thoroughly research the organisation/position to determine what the employer is looking for
- Tailor it to the job description/organisation
- Be clear, concise and truthful
- Maximum 4 pages in length
- Use a simple layout with consistent font/bullets
- Use bullet points to list your employment history responsibilities/achievements

Don'ts

- Have spelling or grammatical errors
- Write jargon/slang
- Include photos or clipart
- Use borders or fancy fonts
- Write long paragraphs
- Include tables
- Copy a resume example - ensure the headings suit your own skills and experience. Each person's resume will be different.

CAREER OBJECTIVE *This is 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

EDUCATION

2016 – present

Bachelor of Information Technology

James Cook University, Cairns, QLD
Expected completion date: November 2018

Relevant Achievements

- GPA: 5.7 (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 web site/app to show your work

Relevant Subjects

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

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

2015

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

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

TRAINING AND PROFESSIONAL DEVELOPMENT

2017

Participated in **theSPACE Start-up weekend** to work with inventors and innovators

2016

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 XXXXX program and XXXXX program gained through

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 - Add your name in the footer

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?

COURSE PLACEMENT

- Feb – Apr 2017** **Qld Health, Townsville Hospital and Health Service** (x hours, days, 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.
- Supervisor's Comment: (**OPTIONAL**)
- Feb – Apr 2016** **Brilliant Computer Solutions, Cairns** (x hours, days, 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

- 2016 – present** Associate Member of Australian Computer Society
- 2016 – 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 2017 – present** **InfoHelp Rover (Casual)**
JCU Library Cairns Campus
- Assisted Library staff where needed
 - Troubleshooting minor IT issues
 - Assisting students with general queries and use of equipment
- Feb 2017 – Nov 2017** **Student Mentor, James Cook University (Volunteer)**
- Supported first year IT students settle in and succeed in their transition into university
 - Trained in communication, mentoring and advocacy
- Mar 2015 – Nov 2016** **Marlin Coast Neighborhood Centre, Cairns (Volunteer)**
- Provided training in email, Facebook, Skype to Senior Citizens at weekly class
- Jan 2014 - present** **Retail Assistant – Technology Department (Casual)**
Harvey Norman, Smithfield
- Customer Service, product advice and sales
 - Participated in product training to ensure correct recommendations
 - Awarded Employee of the Month for best Team Player
- Jan 2013 – Nov 2015** **Team Member**
McDonalds, Edge Hill
- 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

Mr XXXX
Partner
Brilliant Computer Solutions
Phone: XXXX
Email: XXXX

Dr XXXX
Senior Lecturer
James Cook University
Phone: XXXX
Email: 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.

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

Need more help? Go to www.jcu.edu.au/careers for:

- **[Information Sheets](#)**: Actions 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