

This resume is a **SAMPLE** only and does not reflect the perfect application for every position.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

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

Sample Headings

AVAILABILITY (Optional)

You may choose to list your availability so that employers can see what time commitment you have available.

EDUCATION AND TRAINING

- List your most recent education first.
- Briefly list any special achievements or relevant experiences.
- List only highly relevant individual subjects and results (from university or high school) for the position you are applying for.

EMPLOYMENT HISTORY

- List your jobs in reverse chronological order, (most recent first).
- List any special responsibilities or achievements you may have obtained in the position.
- Avoid listing complete dates eg. 16/04/18 – 23/10/18. If the position lasted for less than 1 year, list the month and year (as per sample).

VOLUNTARY WORK (Optional)

- Include this heading if you have undertaken unpaid work experience, if you have never held a paid position, or if you know the company values voluntary work in the community.

SKILLS AND ATTRIBUTES (Optional)

- Keep this section brief and to the point, but ensure the skills listed are relevant to the positions and you provide justification for your claims.

INTERESTS (Optional)

- Ensure your interests are compatible with the position you are applying for and can demonstrate transferable skills.

REFEREES

- Supervisor/Manager/Academic. Usually 2 to 3 people. Avoid personal referees unless you have no other alternative.
- Listing an academic as a referee is acceptable for course relevant jobs, or if you don't have any work-related referees.
- Always obtain permission to list your referees name and contact details, and then advise them when you are applying for jobs.

General Suggestions

- The order of your sub headings should change according to the job that you are applying for ie. If your **“EDUCATION AND TRAINING”** is likely to be the most persuasive factor in gaining employment, list it before **“EMPLOYMENT HISTORY”** and vice versa.
- 1 or 2 pages is sufficient when applying for part-time/casual work, such as retail or waitressing positions.

Drop-in Service

During semester – get feedback on your job applications at our drop-in desk on Level 1 in the Library. Check our website for times and days. This is a short drop in session, no booking is required. *Please bring along a printed copy of your documents.*

During vacation – contact us to make an appointment.

Check our website for discipline specific, part-time and postgraduate resume exemplars.

Peter Lang

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LinkedIn: <https://au/linkedin.com/in/peterlang2>

AVAILABILITY

I am currently available for work:

Monday	Mornings only
Wednesday	All day
Friday	Evenings
Saturday	All day and evening
Sunday	All day and evening

EDUCATION AND TRAINING

2017 – Present	Bachelor of Engineering – Civil James Cook University, Cairns QLD <ul style="list-style-type: none">Achieving credit average
2016	Responsible Service of Alcohol Online RSA
2016	Senior Certificate Smithfield State High School, Cairns QLD <ul style="list-style-type: none">OP score 7
2016	Senior First Aid Certificate Red Cross, Cairns QLD

EMPLOYMENT HISTORY

Nov 2016 – Present	Food & Beverage Attendant Down Under Bar & Grill, Cairns, QLD <i>Duties & Achievements</i> <ul style="list-style-type: none">Excellence in Customer Service AwardRegular shift supervisorWait tables, take orders, serve mealsGeneral cleaning
Feb 2016 – Nov 2016	Tutor – Maths & Science Multiple Private Employers, Cairns, QLD <i>Duties & Achievements</i> <ul style="list-style-type: none">Private tutor for three Year 11 StudentsAssistance with school homework and assignments
April 2017 – Oct 2017	Bar Attendant Chapel Bar, Cairns, QLD <i>Duties & Achievements</i> <ul style="list-style-type: none">Responsible for supervision and training of junior staffCash up and close of shift proceduresCocktail making specialist

VOLUNTARY EMPLOYMENT

Jan 2017 – Feb 2017

Student Engineer

Cairns City Council – Engineering Division
Cairns, QLD

Duties & Achievements

- Assisted with design of water supply project using CAD
- Contributed to assessment and feasibility studies
- Conducted site inspections

SKILLS & ATTRIBUTES

Computing

Extensive knowledge of Microsoft Office
Competent using CAD

Public Speaking

Highly developed skills in public speaking gained from conducting staff training sessions, university seminars and an active involvement in the school representative debating team.

Team Work

Strong ability to work as part of a team, gained through my employment, participation in club soccer and role as club secretary.

INTERESTS

- Member of the JCU Computer Club
- Rugby Union
- Team member of JCU Mariners

REFEREES

Mick Donald

Manager

Down Under Bar & Grill

Cairns QLD

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Dr Neil Brown

Lecturer – Engineering

James Cook University

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