

GRADUATE RESUMES

Creative Media

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.

REFEREES

Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people)

WORK INTEGRATED LEARNING/INTERNSHIP

Undertaking a WIL/Internship 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.

Optional Headings

Exhibitions	Website/Portfolio
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
- Carefully read the instructions in the application process and follow them
- 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

- Send a generic application
- 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.

Rachel Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: Rachel.Smith@my.jcu.edu.au

LinkedIn: <https://au.linkedin.com/in/rachelsmith1>

CAREER OBJECTIVE *This is optional.*

EDUCATION

2016 - present

Bachelor of Creative Arts and Media

James Cook University, Cairns, QLD

Major: Design

Minor: Visual Arts

Expected Date of Completion: November 2018

Full academic transcript can be provided upon request

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 – Consider adding a link to your website or portfolio to demonstrate your work.

Achievements

- GPA: 6.1 (Scale 1-7, 7 being the highest)
- Member of group of three who received the highest grade for research project on a new multi-media installation for Cairns Museum
- Undertook a 3 week study tour to New York

2015

Certificate III in Photography

FNQ TAFE, Cairns

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

2014

Year 12 Senior Certificate

Cairns State High School, QLD

Achievements

- High achievement in English and Visual Arts
- Active member of the Student Representative Council
- Co-produced the Year 12 Visual Arts Exhibition

TRAINING AND PROFESSIONAL DEVELOPMENT

2017

Australian Institute of Design Conference, Sydney

Student delegate

2017

Cairns Regional Council Workshop, Cairns

Applying for Arts Queensland Grants

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

2016

Speechcraft

Toastmasters, Cairns

Commended for impromptu class presentations

KEY SKILLS

Digital/Programs: Adobe Suite: Photoshop, InDesign, Illustrator, Lightroom, Capture, GarageBand.

Communication: Highly developed communication skills gained from participating in a Speechcraft course through Toastmasters, hospitality and retail work experience, and university group presentations and media assignments.

Teamwork: Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university and

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.**

COURSE PLACEMENTS

- 2017 **Cairns Museum, Cairns, May - June (4 weeks)**
- Worked in a project group developing a multi-media installation for touring school groups
 - Conducted benchmarking research into management models for similar regional museums and applied well developed analytical skills to the project
 - Presented the proposal to the committee on behalf of the group
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- 2016 **Cairns Regional Art Gallery, Cairns, September - October (6 weeks)**
- Developed an Arts Workshop for primary school children and successfully applied for funding
 - Presented the workshop to XXXX students over XXXX days
 - Evaluated for future projects
 -

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?

EXHIBITIONS

- 2017 **The Gallery on the Beach, Cairns, July (4 weeks) (ADD A LINK TO THE WEBSITE)**
- Invited to contribute to an exhibition on Cairns Beaches
 - Designed and installed artwork, collaborating with 6 other artists
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- 2016 **Cairns Tanks Art Gallery, December (2 weeks) (ADD A LINK TO THE WEBSITE)**
- Negotiated exhibition space at the Annual Cairns Regional Exhibition
 - Exhibited
 - Member of a “Meet the Artist” Q and A panel
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EMPLOYMENT HISTORY

- Feb – Nov 2017 **JCU Student Ambassador**
JCU Global Strategy and Engagement, Cairns
- Achievements and Responsibilities**
- Provided information sessions to far north Queensland schools on the benefits of studying at JCU
 - Provided on-campus tours to visiting schools
 - Provided event management assistance at annual JCU Open Day
- 2016 – present **Student Mentor (voluntary)**
James Cook University Mentor Program, Cairns
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Creative Media students
 - Trained in communication, mentoring and advocacy
 - Act regularly as a support and mentor to 5 new students

Tip – Add your name in the footer.

EMPLOYMENT HISTORY continued

2015 – present **Retail Assistant** (casual)
Colorado Clothing Company

Achievements and Responsibilities

- 6 month period as Assistant Store Manager (prior to full-time University)
- Customer relations and extensive sales experience
- Created visual displays and merchandising

2015 – present **Hospitality worker** (casual)
I have worked in a range of hospitality positions, to support myself through University. The skills developed in these roles include:

- Responsive and sensitive handling of the public, including customer complaints.
- Management of financial transactions including balancing register monies each shift.
- A reliable ability to stay calm on busy nights.
- The capacity to motivate other team members.
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 3 years.

MEMBERSHIPS

2016 – present Student Member of Australian Institute of Design

2016 – present Member of JCU Creative Collective

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.

COMMUNITY INVOLVEMENT

2016 – present Volunteer and treasurer of Lux Gallery, Cairns

REFEREES

Dr Anne Smith
Senior Lecturer - School of Creative Arts and Media
James Cook University
Phone: (07) 4700 5555
Email: Anne.Smith@jcu.edu.au

Mr Neil Wordsworth
Retail Manager
Colorado Clothing Company
Phone: (07) 4700 5555
Email: Manager@colorado.com.au

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

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.*