

# GRADUATE RESUMES

## Business

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 role and the organisation.

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

You **must** follow the application instructions to ensure your application progresses to the next stage.

Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

Emphasise your strengths as they relate to each particular role and match your skills and abilities to the job you are applying 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's expectations.

Under each heading list experiences in reverse chronological order, most recent first.

#### 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)
- Photo, date of birth, marital/parental status and health are **not required**.

#### CAREER STATEMENT or PROFESSIONAL SUMMARY (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 Business**.

#### MEMBERSHIPS

Include memberships of professional 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 and situations (small business, national organisation, government department etc.) What skills did you learn? What projects did you contribute to?

#### EMPLOYMENT HISTORY

Begin with the 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 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
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

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor your resume to the job description/organisation requirements of the position.
- 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 formatting.
- Use bullet points to list your relevant experience 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 can't 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.

# Robert Brown

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

21 Calbar Place, West End, QLD 4810

Phone: 0413579821

Email: [Robert.Brown3@my.jcu.edu.au](mailto:Robert.Brown3@my.jcu.edu.au)

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

## CAREER STATEMENT or PROFESSIONAL SUMMARY

*This is optional.*

**Tip** – If you decide to add a **Career Statement or Professional Summary**, 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.

## EDUCATION

2017 – present

### Bachelor of Business

James Cook University, Townsville, QLD

**Majors:** Human Resources and Economics

Expected completion date: November 2019

Full academic transcript can be provided upon request

### Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Top of year for Economics 2018
- Member of group of three who received the highest grade for research project on new XXXXXXXX initiatives for small business

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

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

2016

### Certificate III in Business Administration

Barrier Reef TAFE, Townsville, QLD

2015

### Year 12 Senior Certificate

Townsville High School, QLD

### Achievements

- High achievements in English and Maths
- Active member of the Student Representative Council
- School Representative in Maths Competition

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

2019

### Australian Human Resources Institute Conference, Brisbane

Student participant and volunteer

2016

### Speechcraft Course

Toastmasters, Townsville

**Tip** – List relevant conferences, courses, workshops attended. List course provider, title and date attended.

## KEY SKILLS

Communication

Confident and clear communicator, adaptable to various audiences, strengthened through front line customer service roles and providing constructive feedback to students on job applications.

Teamwork

Strong ability to work as part of a team, evidenced by high academic achievements in group work assignments at university and through paid and volunteer positions.

IT Skills

Microsoft Office – advanced Excel skills

### Tips

- The skills listed above are examples only
- Research is **crucial** – you need to identify the skills the employer/position requires and address these
- If specialist IT skills are required – identify these and demonstrate your level of expertise.
- All JCU students can improve their skills with free access to **Lynda.com** – check it out on the JCU Library website

## COURSE PLACEMENT/RELEVANT EXPERIENCE

2019 **HR Dynamics, Townsville June (120 hours)  
(Work Integrated Learning Placement)**

- Completed independent project – created tailored pay rate calculator templates in Microsoft Excel to assist business clients in meeting Award pay requirements
- Applied contemporary HR theories and practices in the modern workplace
- Attended client meetings as observer
- Received excellent feedback from internship supervisor on achievement of learning outcomes, workplace performance and workplace outputs

2018 - 2019 **Goldman Sachs, Sydney, December – February (10 weeks)**

- Undertook formal Vacation Program with Investment Banking Division
- Attended induction course including XXXXXXXX
- Assisted Team Members with research for a proposed Merger

## MEMBERSHIPS

2018 - present **Student Member** of Australian Human Resources Institute

2018 - present **Student Member** of The Economic Society of Australia

2017 - present **Member** of The JCU Business Students Society

*Tip – Highlight your achievements, responsibilities and key skills gained.*

## VOLUNTEER EXPERIENCE

Feb - Nov 2019 **Student Mentor Leader - Business, James Cook University**

- Supported team of 5 Student Mentors
- Trained in leadership and communication

Feb - Nov 2018 **Student Mentor, James Cook University**

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

### Tips

- Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to **the position and the employer** 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

## EMPLOYMENT HISTORY

2019 **Career Peer Leader, JCU Careers and Employability, Townsville Campus (Casual)**

- Provided a drop-in service to JCU students and gave feedback on cover letters and resumes.
- Provided resources and referrals with regards to career direction and interview preparation.
- Developed three short videos using Powtoon software to promote career resources to JCU students.

2018 - present **Library Assistant, JCU Library, Townsville Campus**

- Provided first level support to JCU students on Library resources
- Assisted Library staff with routine tasks
- Organised shelving of books in a timely manner

2016 - 2017 **Officeworks, Townsville**

- Responded to customer enquiries
- Participated in product training to ensure correct recommendations
- Awarded Employee of the Month for best Team Player

**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

- Member of Townsville Saints Hockey Club
- Coach for Under 12s Townsville Saints Hockey Team
- Keen traveller – backpacked through Europe independently

**Tip** – Ask permission before listing a referee. 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 XXXXXX  
Senior Lecturer  
College of Business, Law & Governance  
Phone: 07 XXXXXXXXX  
Email: XXXX

Ms Jane Taylor  
Library Manager  
JCU Library, Townsville Campus  
Phone 07 XXXXXXXXX  
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?
- **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 Employability Team** to discuss your job search strategies

**NOTE:** This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.