

# GRADUATE RESUMES

## Dental Surgery



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 job and the employer.

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.

A role in a public health service may have a different focus from a private hospital or clinic. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths as they relate to each particular organisation and match your skills and abilities to the role 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 experience first.

### PERSONAL DETAILS

- Name, address/city, phone and email.
- LinkedIn – ensure your profile is up to date. Consider personalising your URL (search *Customise your URL* on LinkedIn Help)
- Photo, date of birth, marital/parental status and health are **not required**.

### CAREER STATEMENT (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 Dental Surgery**.

### MEMBERSHIPS

Include memberships of professional or industry bodies.

### CLINICAL PLACEMENTS

JCU Dentistry students have more clinical experience than those from other universities. Indicate clearly the number of hours and weeks of clinical experience. Describe your responsibilities, achievements, range of patients treated, range of situations (remote, city etc.). Try to highlight different achievements or skills gained at each placement.

### EMPLOYMENT HISTORY

Begin with 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.

### REFEREES

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

### Optional Additional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
Community Involvement	Research Projects

### Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Verbs can help you to highlight your skills. See the ['Action Verb'](#) information sheet.

### Top Tips

- 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 may not 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.

# Jane Smithston

Smithfield, QLD 4870

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LinkedIn: [linkedin.com/JaneSmithston](https://www.linkedin.com/JaneSmithston)

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

## CAREER STATEMENT *(This is optional)*

*Tip – If you decide to add a **Career Statement**, keep it brief. Indicate what personal / professional attributes you can bring to the position and ensure it matches the role you are applying for. Don't just repeat what you have said in your cover letter.*

## EDUCATION

2017 - present

### Bachelor of Dental Surgery

James Cook University, Cairns, QLD  
Expected completion date: November 2021

#### Achievements

- Grade Point Average 6.3 (max 7.0)
- Golden Key Recipient (awarded to the top 15% of the class)
- Home Group Leader for 2<sup>nd</sup> year Dental students
- Completion of a 12 month research project - *(Title of project)*
- Presented research project findings at the 2021 Australian Dental Students Association Convention
- Awarded the Pierre Fauchard Academy Foundation Scholarship for Excellence, 2019

*Tip – Include other degrees/qualifications completed prior to **Dental Surgery** in this section.*

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

2016

### Year 12 Senior Certificate

Smithfield State High School, QLD

#### Achievements

- Social Justice Captain, active member of the Student Representative Council
- Recipient of the Citizenship Award

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

## REGISTRATIONS / CERTIFICATES

- AHPRA Registration expected January 2022
- Current Radiography licence
- Current Working With Children Blue Card, First Aid and CPR
- Current Professional Indemnity Insurance – student membership with MIPS

*Tip – Include if you have received your registration number and list associated organisation – if not yet registered include date you expect confirmation of registration.*

## PROFESSIONAL MEMBERSHIPS / AFFILIATIONS

2017 - present

Australian Dental Association – Student Membership Number xxx

2017 - present

JCU Dental Student Association – Member, President (2020)

## PROFESSIONAL DEVELOPMENT

2020 - 2021

JCU Continuing Professional Development program

- Minimally Invasive Management of Cracked, Fractured, and Fragile Teeth - *Prof Ian Meyers, ADAQ*
- Dispute Resolution - *Dr Mike Rutherford, DPL*
- Risk Management in Dental Practice – *Professor xxx*
- Dental Radiology 'Demystifying the OPG' – *Dr xxx.....*
- .....

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

2020 and 2021

Australian Dental Student Association Convention

2020 - 2021

Managing Medical Emergencies in Dentistry - JCU Dentistry, annual training

2019 - 2021

DV-RRR Domestic Violence - Recognizing, Responding, Referring for Dentists, JCU Dentistry, annual training

**Tip** – Your clinical experience is a major selling point. Consider your different placements, how did you contribute to the clinic, improve your skills, manage different situations? Did you receive positive feedback? Think about remote outreach, prison clinics, school dental, special needs, residential aged care.

## CLINICAL PLACEMENTS

**2021 Darwin Dental Clinic**, July - November (x hours / x weeks)

- Comprehensive examination of patients with diagnostics such as digital intra-oral and extra-oral radiography
- Treatment planning of restorations, removable full and partial prostheses ...
- Observed and treated (under supervision) adults and children under general anaesthesia
- Successfully completed (x number) extractions and minor oral surgery
- Managed and treated 2-3 emergency patients per day
- .....

Supervisor's Comment (**OPTIONAL**)  
.....  
Dr ....., November 2021, Senior Dentist and Clinical Supervisor

**2021 Oral Health Services Tasmania – Hobart**, January – June (x hours / x weeks)

- Treatment of x patients per day
- Comprehensive examination of patients using ...
- Successfully completed (x number) extractions, including surgical and sectional
- Participated in a project to support healthy eating in primary schools

Supervisor's Comment (**OPTIONAL**)  
.....  
Dr ....., June 2021, Senior Clinician and Clinical Supervisor

**2019 - 2020 James Cook University Dental Clinic** (x clinical hours)

- Treatment of public and private patients
- Provision of a range of dental services including treatment planning ...
- Successfully provided .....

## EMPLOYMENT

**2019 - 2020 Team Leader**  
The Coffee Club, Smithfield, QLD

- Coordinated and supervised a team of seven part-time, junior staff
- Recruited and train junior staff
- Responded to and sensitively handle complaints and feedback from customers
- Ensured high levels of customer service and hygiene throughout the restaurant

**Tip** – recent graduates include non-dental employment positions.

**2017 - 2018 Retail Assistant**,  
Supercheap Pharmacy, Smithfield, QLD

- Responded to customer enquiries
- Participated in product training to ensure correct recommendations
- Awarded 'Employee of the Month' for best team player

**Tip** – focus on highlighting achievements and transferrable skills developed that are relevant to dentistry and which indicate your capacity as a future employee.

## RELEVANT SKILLS

**Communication** Well-developed communication skills demonstrated during clinical placements with diverse populations as well as participating in university group assignments and presentations

**Interpersonal** Ability to work with nervous patients using relaxation techniques developed through .....

**Teamwork** Strong ability to work as part of a team, evidenced through successful team projects at university and through my Team Leader position at The Coffee Club

**Languages** (Include languages you speak in addition to English)

**Tip** – List the skills that are relevant to the position / employer – relate them to your experiences to support your claim.

**Tip** – List any volunteer dental activities e.g. oral health promotion projects, especially when applying for public sector jobs

## COMMUNITY SERVICE

- 2020 - 2021**                      **Relay for Life, annual breast cancer fundraising event**
- Team leader (2021) and active fundraiser, team successfully raises over \$2000 each year
- 2019 - 2020**                      **Rosies – Friends on the Street**
- Monthly commitment to help prepare and serve meals for the homeless community in Cairns
- 2019**                                      **Student Mentor, James Cook University**
- Supported first year Dentistry students settle in and succeed in their transition into university
  - Trained in communication, mentoring and advocacy

**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 Cairns Tigers Netball club – Captain of Tigers team - open age
- Coach for the 'under 12s' Tiger netball team
- Keen traveller – backpacked through South America and Asia

**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 xxx  
Senior Dentist  
Darwin Dental Clinic  
Phone: xxx  
Email: xxx

Dr xxx  
Senior Clinician  
Oral Health Services, Hobart  
Phone: xxx  
Email: xxx

Associate Professor Xxx  
5<sup>th</sup> Year Academic Coordinator  
JCU College of Medicine and Dentistry  
Phone: xxx  
Email: xxx

**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?
- **[Employability Edge](#)**: Master Written Applications module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques
- **[LinkedIn Learning](#)**: online training to help you develop skills
- Make an appointment with the **[Careers and Employability Team](#)** to discuss your job search strategies

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GENERATE YOUR OWN IDEAS**