

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.

CLINICAL PLACEMENTS

JCU Dentistry students have more clinical experience than other universities. Use this opportunity to 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

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

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

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.

Jane Smith

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

Email: jane.smith@my.jcu.edu.au

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

CAREER OBJECTIVE *This is optional.*

Tip – If you decide to add a Career Objective keep it short and targeted. Indicate what personal / professional attributes you can bring to the position and ensure it matches the role you are applying for.

EDUCATION

2013 – present

Bachelor of Dental Surgery

James Cook University, Cairns, QLD

Expected completion date: November 2017

Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Member of the Golden Key International Honour Society – membership awarded to the top 15% of the class
- Presented “.....” research project at the Australian Dental Students Convention
- Best poster award for the research project
- Home Group Leader for 2nd year dental students
-

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

2012

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

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

REGISTRATION

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

2013 – 2017

Australian Dental Association – Student Member

PROFESSIONAL DEVELOPMENT

2017

JCU Continuing Professional Development program

- Risk Management in Dental practice
- xxxx.....
- xxxx.....

Tip – List significant conferences / courses / workshops attended. List course provider, title, date attended.

2016

First Aid and Advanced 2016

First Aid Academy Cairns

2015, 2013

Australian Dental Student Association Convention.....

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?

CLINICAL PLACEMENTS

2017 Darwin Dental Clinic, January – June (x hours)

- Comprehensive examination of patients using ...
- Treatment planning of ... using
- Successfully completed (x number) extractions and minor oral surgery
- Managed and treated 2-3 emergency patients per day
- Participated in a project to support healthy eating in primary schools
-
-

Supervisor’s Comment (**OPTIONAL**)

.....
.....

Dr, June 2017, Senior Dentist and Clinical Supervisor

2016 - 2017 James Cook University Dental Clinic (x hours)

- Designed and delivered
- Successfully provided
-
-
-

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

COMMUNITY SERVICE

2017 Pyjama Angel, Children’s Ward, Darwin Base Hospital

- Weekly reading with patients

2014 – 2015 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

2012 – 2016 Relay for Life annual breast cancer fundraising event

- Team leader and active fundraiser, team successfully raised over \$2000 each year

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.

EMPLOYMENT

2015 – 2016 Team Leader
The Coffee Club, Smithfield, QLD

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

2011 - 2014 Retail Assistant
Supercheap Pharmacy, Smithfield

- 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 abilities.

RELEVANT SKILLS

Communication	Well-developed communication skills gained from team projects at university and through Team Leader position at The Coffee Club
Interpersonal	Ability to work with nervous patients using relaxation techniques developed through
Teamwork	Strong ability to work as part of a team, evidenced through.....

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 – Only list skills that are relevant to the position / employer – relate them to your experiences to support your claim.

REFEREES

Dr XXXX
Senior Dentist and Clinical Supervisor
Darwin Dental Clinic
Phone: XXXX
Email: XXXX

Dr XXXX
Senior Clinician
JCU Dental Clinic
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. & Winter, D. (2015). *How to Write a Brilliant CV*