

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. It is **essential** that you **tailor your resume to the position**, to increase the fit between you, the job and the employer.

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.

Emphasize your strengths, skills and abilities as they relate to each particular job you are applying for. Thoroughly research the organisation and the position to determine what the employer is looking for. A role in the public sector may have a different focus from a private practice. Your resume layout / style may vary according to the sector you are applying to.

Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best match you to the 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)
- Date of birth, marital/parental status and health are **not required**.

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.

CLINICAL PLACEMENTS

JCU Dentistry students have more clinical experience than 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.

MEMBERSHIPS

Include memberships of professional or industry bodies.

REFEREES

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	

Language

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

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor it 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 layout with consistent font/bullets.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for spelling or 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.

Jane Smith

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

21 Calbar Place, Smithfield, QLD 4870

Phone: 0413579821

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

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

CAREER OBJECTIVE OR PROFESSIONAL SUMMARY (Optional)

*Tip – If you decide to add a **Career Objective** or **Professional Summary**, keep it brief. Indicate what personal / professional attributes you can bring to the position and ensure it matches the role you are applying for.*

EDUCATION

2014 - present

Bachelor of Dental Surgery

James Cook University, Cairns, QLD

Expected completion date: November 2018

Achievements

- Grade Point Average 6.3 (scale 1-7, 7 being highest)
- Golden Key Recipient (awarded to the top 15% of the class)
- Awarded the Pierre Fauchard Academy Foundation Scholarship for Excellence, 2016
- Home Group Leader for 2nd year Dental students
- Completion of a 12 month research project - (Title of project)
- Presented research project findings at the 2018 Australian Dental Students Convention

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

Tip – Include other degrees/qualifications completed prior to Dentistry in this section.

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 2019
- 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

2014 - present

Australian Dental Association – Student Membership Number xxx

2014 - present

JCU Dental Student Association – Member, President (2018)

PROFESSIONAL DEVELOPMENT

2017 - 2018

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

2016, 2018

Australian Dental Student Association Convention

2016 - 2018

Managing Medical Emergencies in Dentistry - JCU Dentistry, annual training

2016 - 2018

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

- 2018 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) adult and children patients under general anaesthesia
 - Successfully completed (x number) extractions and minor oral surgery
 - Managed and treated 2-3 emergency patients per day
 -

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

Supervisor's Comment (**OPTIONAL**)

 Dr, November 2018, Senior Dentist and Clinical Supervisor

- 2018 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 2018, Senior Clinician and Clinical Supervisor

- 2017 - 2018 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

Tip – recent graduates include non-dental employment positions.

EMPLOYMENT

- 2017 - present Team Leader**, The Coffee Club, Smithfield, QLD
- Coordinate and supervise a team of seven part-time, junior staff
 - Recruit and train junior staff
 - Respond to and sensitively handle complaints and feedback from customers
 - Ensure high levels of customer service and hygiene throughout the restaurant

- 2015 - 2016 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.

COMMUNITY SERVICE

2013 - 2018

Relay for Life, annual breast cancer fundraising event

- Team leader (2016/2017) and active fundraiser, team successfully raises over \$2000 each year

2017 - 2018

Rosies – Friends on the Street

- Monthly commitment to help prepare and serve meals for the homeless community in Cairns

2016

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 any volunteer dental activities eg oral health promotion projects, especially when applying for public sector jobs

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 – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

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
5th Year Academic Coordinator
JCU College of Medicine and Dentistry
Phone: xxx
Email: xxx

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