

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 the 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.

Due to the volume of applications, many Health Departments use online application systems. You **must** follow the instructions to ensure your application progresses to the next stage. Each organisation's application process will have different requirements.

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 job 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**.

### PROFESSIONAL SUMMARY or 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 Nursing Science**.

### MEMBERSHIPS

Include memberships of professional or industry bodies.

### CLINICAL PLACEMENTS

**Some employers require a copy of your Clinical Placement Report, others don't.** If it is not required, use your resume as an opportunity to describe your responsibilities, achievements, range of patients treated, range of situations (remote, regional, city etc.). Try to highlight different achievements or skills gained at each placement.

### 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.

### REFEREES

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

### 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.
- 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 font/bullets.
- Use bullet points to list your placement 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.

# Jane Smith

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

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Phone: 0413579821

Email: [jane.smith@my.jcu.edu.au](mailto:jane.smith@my.jcu.edu.au)

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

## PROFESSIONAL SUMMARY or CAREER STATEMENT

*This is optional.*

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

## EDUCATION

2016 – current

### Bachelor of Nursing Science

James Cook University, Cairns, QLD

Expected completion date: November 2018

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

### Relevant Achievements

- Grade Point Average: 5.7 (scale 1-7, 7 being highest)
- Awarded the XXXX scholarship.
- Received High Distinction for Objective Simulated Clinical Assessments (OSCA) subjects.
- .....

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

2015

### Year 12 Senior Certificate

Smithfield State High School, QLD

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

## CLINICAL PLACEMENTS

2018

### Community Child Health Centre, Cairns, Aug – Oct (240 hours)

- Progressively established therapeutic interpersonal relationships with mothers, neonates and toddlers.
- Competently conducted initial consultations during home visits, including handling neonates and assisting mothers with feeding.
- Supported Buddy RN with the Infant Feeding Support Program the Early Breast-Feeding Clinic and First Steps Program.

Supervisor's Comment (**OPTIONAL**)

.....  
..... Clinical Supervisor

**Tip** - How did you contribute to the ward or clinic? How did you improve your skills? How did you manage different situations? Did you receive positive feedback?

2017

### Cardiac Ward, Townsville Hospital, Aug – Oct (120 hours)

- Successfully arranged both the admission and discharge of several patients.
- Skillfully prepared, administered and managed IV therapy (including additives), and safely dispensed medications.
- Contributed to two code blues, e.g. with ABG retrieval.
- Gained valuable knowledge surrounding the use of CPAP and BIPAP machines.

Supervisor's Comment (**OPTIONAL**)

.....  
..... Clinical Supervisor

**Tip** – Consider the employer you are applying to and which placements are most **relevant** to them – you may need to list more points under the more **relevant** placements than others.

**Tip** – Listing Supervisors comments is **optional**. Some employers will require a copy of your placement reports, if not, consider a brief supervisor comment from your placements report to provide evidence of achievements.

- 2017                    **General Surgery Unit, Cairns Hospital, Aug – Oct (80 hours)**
- Conducted baseline neurovascular observations for signs of post-op complications.
  - Prepared and dressed an acute post-op wound aseptically.
  - Safely prepared and managed the delivery of Intravenous Fluids (no additives), including hanging, priming, calculating and setting the rate.
  - .....
- 2016                    **Mossman Aged Care Facility, Mossman, Aug – Oct (80 hours)**
- Developed and maintained therapeutic relationships with all patients.
  - Accurately documented and reported on patient care.
  - Participated in handover of patients to other allied health staff.
  - .....

## PROFESSIONAL DEVELOPMENT

- 2018                    Mental Health First Aid Course, James Cook University
- 2018                    Midwives: Fit for the Future Conference, ACM/Midplus – volunteer
- 2017 - current        Completion of Queensland Health ILearn Modules annually
- 2017 - current        First Aid and CPR
- 2017 - current        Working with Children Check – Blue Card

## PROFESSIONAL INVOLVEMENT

- 2017 - 2018            Committee member - JCU Nursing Students Association

## EMPLOYMENT

- 2017 – current        **Assistant in Nursing**  
Bupa Aged Care (*casual, paid work*)
- Providing direct care for 15-20 residents of the high and low dementia care unit
  - Ensuring safe and clean working environment through using safe manual-handling techniques and appropriate....
  - Consistently maintaining mutual therapeutic relationships with ...
- 2016 - 2017            **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
- 2015 - 2016            **Retail Assistant**  
Supercheap Pharmacy, Smithfield
- Responded to customer enquiries and complaints
  - Participated in product training to ensure correct recommendations
  - Awarded Employee of the Month for best team player

### Tips

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

## COMMUNITY SERVICE

- 2018                      **Student Mentor, James Cook University**
- Supported first year Nursing students settle in and succeed in their transition into university.
  - Trained in communication, mentoring and advocacy
- 2018                      **Pyjama Angel, Children’s Ward, Cairns Hospital**
- Weekly reading session with patients
- 2016 – 2018            **Relay for Life (annual breast cancer fundraising event)**
- Team leader and active fundraiser, team successfully raised over \$2000 each year

*Tip – Identify skills **relevant** to the employer. These are examples only.*

## RELEVANT SKILLS

- Communication**      Well-developed communication skills gained from Clinical Placements at university and through Assistant-in-Nursing role at Bupa Aged Care.
- Critical Thinking**    Recognised as an active learner by Supervisors; able to process information and link the signs and symptoms with the primary cause of a disease or condition achieved through OSCA (Objective Simulated Clinical Assessments) subjects at University. Attained a High Distinction for this subject.
- Teamwork**              Strong ability to work as part of a team, evidenced through.....

*Tip – Don’t just list your skills – you need to relate them to your experience, knowledge or abilities.*

*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 Tigers Hockey Club – Captain of Tigers team - open age
- Coach for the ‘Under 12s’ Tiger hockey team
- Keen traveller – backpacked through South America and Asia

## REFEREES

XXXX  
Nurse Unit Manager – Pediatric Unit  
Cairns Hospital  
Phone: XXXX  
Email: XXXX

XXXX  
Nurse Unit Manager  
Mareeba Hospital  
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.*

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 Employment Team** to discuss your job search strategies