

GRADUATE RESUMES

Speech Pathology

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.

Due to the volume of applications, many organisations 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.

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 that 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.

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.
- Photo, 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

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, 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 (Usually 2 to 3 people). Avoid personal referees.

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 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.
- Be clear, concise and truthful – no long paragraphs.
- Check page requirements.
- Use a simple layout with consistent font/bullets.
- Use bullet points to list your employment history responsibilities/achievements.
- Check and check again for spelling or grammatical errors.
- Avoid jargon.
- Online screening software can't read photos, clipart, tables, fancy fonts, borders.
- Ensure the headings suit your own skills and experience. Each person's resume will be different.

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.

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CAREER OBJECTIVE *This is optional.*

Tip – *This is optional. If you decide to add a **Career Objective**, keep it short and targeted.*

EDUCATION

2019 – current

Bachelor of Speech Pathology

James Cook University, Townsville, QLD

Expected completion date: November 2022

Relevant Achievements

- Grade Point Average: 5.7 (scale 1-7, 7 being highest)
- St Mark's College Award for Outstanding Academic Results (2018)

2018

Year 12 Senior Certificate

Smithfield State High School, QLD

Achievements

- Debate Club Captain and an active member of the Student Representative Council

Tip - *Only include relevant information. Think about highlights from your course/ subjects/assignments that make you stand out. If you have participated in research projects, make sure they include these details including the title of the research project.*

TRAINING AND PROFESSIONAL DEVELOPMENT

2021

Speech Pathology Literacy Domain: From prevention to intervention

Speech Pathology Australia

2020

Hand Hygiene Australia Training

Tip – *Training and Professional Development could sit after your Employment History section if you prefer.*

KEY SKILLS

Communication: Highly developed communication skills gained from participating in university group assignments and presentations, and three years of hospitality work experience.

Teamwork: Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university and participation in a basketball club and role as club secretary.

Languages: Fluent in German.

Tips

- *The skills listed above are **examples** only*
- **Research is crucial**– *identify the skills required and address these*
- *If specialist IT skills are required – identify these and demonstrate your level of expertise*

Tip – *Add your name and page number in the footer.*

Tip - Describe what you actually did with examples. Did you contribute to quality improvement or research activity while on placement?
 How did you contribute to the clinic? How did you improve your skills? How did you manage different situations? Did you develop or update any materials/handouts?

CLINICAL PLACEMENTS

- 2021
- The Townsville Hospital Speech Pathology Department** (Feb – March)
- Worked as part of a multi-disciplinary team with Townsville Cancer Centre and Rehabilitation Day Therapy Centre.
 - Designed and implemented treatment for new and established patients.
 - Provided rehabilitation of communication and swallowing disorders following a stroke.
 - Applied knowledge on multimodal communication options for patients with acquired communication disorders.

Supervisor’s Comment (**OPTIONAL**)

 Clinical Supervisor

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.

- 2020
- North West Community Health Centre, Mount Isa** (July – August)
- Caseload was predominantly primary school aged children with speech and language impairments.
 - Conducted education sessions regarding language skills in the classroom for teachers.
 - Provided therapy services for children with cerebral palsy, aiming to optimise communication and participation.

Supervisor’s Comment (**OPTIONAL**)

 Clinical Supervisor

Tip – Consider the employer you are applying to and which placements are most relevant to them and include relevant information.

EMPLOYMENT HISTORY

- Feb 2020 – present **Linguistics and Phonetics Tutor** (casual)
 James Cook University, Townsville
- Achievements & Responsibilities**
- Tutored four students weekly on subject content in speech, grammar and pronunciation, tailoring as required to match their individual needs.
 - Supported students to improve their transcription and language analysis.
- Feb 2019 – present **Student Mentor** (voluntary)
 James Cook University Mentor Program, Townsville
- Achievements & Responsibilities**
- Coordinated tours on campus in O week for new Speech Pathology students.
 - Trained in communication, mentoring and advocacy.
 - Act regularly as a support and mentor to five new students providing guidance and advice on effective strategies to approach study, assessments, exams and university life in general.
- July 2018 – present **Hospitality Worker** (casual)
 I have worked in a range of hospitality positions, to support myself through University.
- The skills developed in these roles include:**
- Responsive and sensitive handling of the public, including customer complaints.
 - Management of financial transactions including balancing the register each shift.
 - A reliable ability to stay calm on busy nights.
 - Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past three years.

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.

LICENCES AND CERTIFICATES

Current First Aid and CPR
Current Working with Children Check Blue Card
National Police Certificate (NPC)
Open Driver Licence (Manual)

PROFESSIONAL MEMBERSHIPS

2019 Speech Pathology Australia Student Membership

INTERESTS (OPTIONAL)

- Member of Hawks Football Club
- Keen traveller – backpacked through Europe

REFEREES

Joe Black

Senior Speech Pathologist
The Townsville Hospital
Phone: (07) 4711 1111
joe.black@ths.qld.gov.au

Kate Jones

Senior Speech Pathologist
North West Community Rehab
Phone: (07) 4722 2222
kate.jones@nwcr.org.au

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 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
- Make an appointment with the [Careers and Employability Team](#) to get feedback on your application.

**DO NOT COPY – PLEASE USE EXAMPLE
TO GENERATE YOUR OWN IDEAS**

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.