

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.

### WORK INTEGRATED LEARNING/LEGAL PLACEMENT

Undertaking a WIL subject is a great way to gain practical experience in your field. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (small practice, government department, etc.). What skills did you learn? What projects did you contribute to?

### 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 for transparency.

### 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/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.

# James Taylor

21 Calbar Place, Smithfield QLD 4870

Phone: 0413579821

Email: [James.Taylor@my.jcu.edu.au](mailto:James.Taylor@my.jcu.edu.au)

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

**CAREER OBJECTIVE** *This is optional.*

**Tip** – If you decide to add a **Career Objective**:

- Keep it short, keep it targeted.
- What value can you bring to the employer?
- Make sure it matches the role you are applying for.

## EDUCATION

**2016 – present**

### **Bachelor of Laws**

James Cook University, Cairns, QLD

Expected completion date: November 2019

#### **Relevant Achievements**

- GPA: 5.7 (scale 1-7, 7 being highest)
- Member of the winning team in the 4<sup>th</sup> year Moot Court

#### **Relevant Subjects**

- Company and Partnership Law – High Distinction
- Laws of Trust – High Distinction

**2015**

### **Diploma of Business**

Far North Queensland TAFE, Cairns, QLD

**2014**

### **Year 12 Senior Certificate**

Smithfield State High School, QLD

#### **Achievements**

- Social Justice Captain, active member of the Student Representative Council
- Academic Achievement Award – Year 12 Legal Studies

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

## PROFESSIONAL DEVELOPMENT

**2017**

Participated in Far North Queensland Law Association Mentor Program for two semesters

**2017**

Attended Queensland Law Society webinar series on Queensland Criminal Law

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## LEGAL PLACEMENT

**2017**

**Williams, Graham and Carmen Lawyers, Cairns**, February – April (total 12 days)

- Successfully completed professional experience with large legal practice.
- Participated in client consultations with the Senior Associate, Commercial Team
- Researched property law matters and presented in short report format
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Supervisor's Comment (**OPTIONAL**)

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**Tip** – Your legal experience is a major selling point. How did you contribute to the organisation? What skills did you use/improve/gain? Did you receive positive feedback?

## PROFESSIONAL INVOLVEMENT

- 2017 Treasurer of JCU Inter Alia
- 2016 – Present Member of FNQ Law Association
- 2016 – Present Member of JCU Inter Alia
- 2016 – Present Regular attendee at local CPD events

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

## COMMUNITY SERVICE

- 2017 – Present **Court Network, Cairns** (Volunteer)
- Successfully completed training program
  - Attended Cairns District Court on a fortnightly basis to provide support and information to individuals, friends and families attending court
- 2017 **Student Mentor, James Cook University** (Volunteer)
- Supported first year Law students settle in and succeed in their transition into university
  - Trained in communication, mentoring and advocacy
  - Member of an award winning team – Vice Chancellors Award

**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

- 2014 – 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
- 2010 - 2013 **Retail Assistant**  
Myer, Cairns, QLD
- Customer service
  - Stock control and display
  - Cash register operation
  - Awarded Employee of the Month

## RELEVANT SKILLS

- Communication** Highly developed communication skills gained through training and ongoing work with the Court Network.
- Teamwork** Strong ability to work as part of a team evidenced through academic achievements and team leader role at The Coffee Club.

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

**Tip** – Add your name in the footer.

## INTERESTS

- Member of Cairns Heat soccer club
- Coach for the 'under 12s' soccer team
- Keen traveler – backpacked through Europe

## REFEREES

Mr XXXX  
Partner – Commercial Law  
Williams, Graham and Carmen  
Phone: XXXX  
Email: XXXX

Ms XXXX  
President  
FNQ Law Association  
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. (2004). *Resumes that get shortlisted; Proven strategies to get the job you want.*

**Need more help? Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers) for:**

- **[Information Sheets](#)**: Actions 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