

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 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. Thoroughly research the organisation and the position to determine what the employer is looking for.

Headings

There are no set headings for a resume, however, the following headings are commonly included. Decide what headings will 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.

WORK INTEGRATED LEARNING (WIL) /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.

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 if so modify layout. Online screening software can't read text with tables, photos, clipart, fancy fonts or 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.

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Tip – Use a professional email address such as your JCU email.

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.

CAREER OBJECTIVE *This is optional.*

EDUCATION

2018

Bachelor of Laws

James Cook University, Cairns, QLD

Relevant Achievements

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

Relevant Subjects

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

2014

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

2016

Attended Queensland Law Society webinar series on Queensland Criminal Law

LEGAL PLACEMENT

2018

Williams, Graham and Carman 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
- Participated in mock examinations of witnesses prior to court hearings

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

- 2016 – 2018** Member of FNQ Law Association
- 2016 – 2018** Member of JCU Inter Alia
- 2016 – 2018** Regular attendee at local CPD events
- 2017** Treasurer of JCU Inter Alia

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 volunteering. Employers value community service as it demonstrates local connection.

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 – 2018** **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
- 2014 - 2016** **Retail Assistant**
Myer, Cairns, QLD
- Customer service
 - Stock control and display
 - Cash register operation
 - Awarded Employee of the Month in July 2012

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

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
- Organisational** Outstanding ability to organise and prioritise workload as demonstrated while completing study in conjunction with legal placement
- Problem Solving** Fine-tuned analytical and evaluative skills gained through ongoing membership to the JCU Debating Society and experience with mock examinations of witnesses

Tip – Add your name in the footer.

INTERESTS

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

REFEREES

Mr Gary Lawson
Partner – Commercial Law
Williams, Graham and Carman
Phone: 07 4700 5555
Email: glawson@law.com.au

Ms Loretta Francis
President
FNQ Law Association
Phone: 07 4700 5555
Email: LFrancis@fnqla.com

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?
- **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