

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.

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.

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 company. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths, achievements, skills and abilities as they relate to each particular job you are applying for.

Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

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 experience listed first.

PERSONAL DETAILS

- Name, address/city, phone and email.
- LinkedIn – ensure your profile is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required** on your resume.

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 Geology**.

MEMBERSHIPS

Include memberships of professional or industry bodies.

INDUSTRY EXPERIENCE, FIELDWORK OR VACATION PROGRAM

Getting practical experience in your field during your studies is a great way to gain skills and experience. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (government department, small business, large corporation, remote location etc.) What skills did you learn? What projects did you contribute to?

EMPLOYMENT HISTORY

Begin with most recent. Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Remember to highlight how your skills and experience could be transferred to a graduate role. 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. Avoid personal referees. (Usually 2 to 3 people)

Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
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

- 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 formatting.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for errors.
- Check if **applicant tracking system software** is being used to short list resumes and modify layout if so. Online screening software may not 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.

John Ritchie

Townsville, QLD 4810

Phone: 0411222222

Email: John.Ritchie@my.jcu.edu.au

LinkedIn: www.linkedin.com/in/johnwritchie

Tip – Use a professional email address such as your JCU email and customise your LinkedIn URL.

CAREER STATEMENT *(This is optional)*

I am a motivated final year Geology student with XXX months experience in remote fieldwork in Northern Queensland. I am ready to use my education and skills in a professional XXXX role.

*Tip – If you decide to add a **Career Statement**, keep it brief. Indicate what personal or professional attributes you can bring to the position and ensure it matches the role you are applying for. Don't just repeat what you have said in your cover letter.*

EDUCATION

2020 - Present

Bachelor of Geology

James Cook University, Townsville, QLD

Expected Date of Completion: November 2022

Achievements

- Grade Point Average: 5.9 (Scale 1-7, 7 being the highest)
- Distinction for research project – *(Title of project)*
- Subject Prize for third year subject – Geological Mapping
- Awarded AusIMM bursary to attend World Gold Conference

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

2019

Year 12 Senior Certificate

Cairns State High School, QLD

Achievements

- High achievement in English and Geography
- Active member of the Student Representative Council

Tip - Include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.

TRAINING AND PROFESSIONAL DEVELOPMENT

2022

Student Delegate

World Gold Conference, Perth, WA

2021

PMASUP236 Operate Vehicles in the Field

RIIVEH305E Operate and Maintain a 4WD Vehicle

Advanced Driving Training Centre, Townsville

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

KEY SKILLS

Communication: Confident and clear communicator, adaptable to various contexts, strengthened through community engagement activities, previous employment and course placements

Teamwork: Strong ability to work as part of team, evidenced by successful team projects at university and through my work experience with Queensland Department of Environment and Science.

Field Work: Well-developed fieldwork skills gained through a variety of experiences including working as a volunteer researcher for a JCU PhD Candidate in a remote location.

Tips

- *The skills listed above are examples only, list the skills relevant to the position*
- *Research is crucial – you need to identify the skills the employer/position required and address these*
- *If specialist skills are required – demonstrate your level of expertise*

Tip: Be specific.

Instead of this: Assisted with research.

Try this: Reviewed 15 articles on the challenges of financing Start-ups and provided briefing to the team.

COURSE PLACEMENTS/RELEVANT EXPERIENCE

- 2021 – 2022 **Vacation Program at Ernest Henry Copper Mine, Cloncurry**, Dec - Jan (12 weeks)
Glencore Mining
- Assisted the Geology Team with interpretation and logging of ore samples using XXXX software
 - Joined the Exploration Geology Team on a site visit to a new prospect
 - Completed Site Induction and Safety Training
 - Honed skills in Geographic Information Systems and mineral identification and testing
- 2021 **Research Assistant**, June – July (40 hours)
James Cook University PhD Student
- Assisted a JCU PhD student with his research project (**Title of Project**)
 - Assisted with planning for a 7 day field trip to a remote, disused mine site
 - Undertook risk evaluation and mitigation review for the field trip

Tip – Your relevant 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?

EMPLOYMENT HISTORY

- 2021 – present **Administration Officer** (part-time)
Queensland Department of Environment and Science, Townsville
- Administrative support to the Minerals Team (8 Geologists)
 - Organisation of travel bookings and field trip supplies
 - Maintenance of XXXXX register
- 2020 – 2021 **Retail Assistant**, (casual – summer vacation role)
Yuruga Native Nursery, Atherton
- Preparation of potting media and planting of budding and grafted root stock
 - Applied pesticides to control pests, diseases, weeds and nutritional plant disorders
 - Maintained records of soil mixtures, plantings, treatments, losses and yields
 - Assisted customers in appropriate plant selection

MEMBERSHIPS

- 2020 – present **Student Member** – AusIMM

Tips

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

CERTIFICATIONS/LICENCES

2021	Provide First Aid Plus+ - St John Ambulance Australia
2021	Australian Federal Police National Criminal History Check
2021	Mining Industry Generic Induction
2019	Queensland Drivers Licence (manual)

COMMUNITY INVOLVEMENT

2021 - 2022	Team Member and Social Committee Member - JCU Basketball Team
2020	Coach – Under 10s Team, Townsville Junior Basketball

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

- Keen traveller – backpacked through South America and Asia for 3 months
- 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.

REFEREES

Dr Anne Smith

Senior Lecturer – Environmental Management
James Cook University
Phone: XXXX
Email: XXXX

Mr Bill Smith

Administration Supervisor
Queensland Department of Environment and Science
Phone: XXXX
Email: XXXX

Need more help? Go to www.jcu.edu.au/careers for more resources

- [Information Sheets](#): Action words for your Application, Can a robot read your Resume?
- [Employability Edge](#): Master Written Applications module
- [Big Interview](#): combine training and practice to improve your interview techniques
- [LinkedIn Learning](#): online training to help you develop skills
- Make an [appointment](#) with the Careers and Employability Team to discuss your job search strategies

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