

GRADUATE RESUMES

Psychology



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.

REFEREES

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

RELEVANT EXPERIENCE

Employers are keen to see that you have gained some relevant experience during your studies. This shows that you have the practical skills needed in your field. If fieldwork is not part of your course, consider volunteering with a range of organisations or researchers. Make the most of your opportunities and ensure you can describe your responsibilities, achievements, range of duties and situations (small business, 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.

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.

CAREER OBJECTIVE To work in an organisation that provides proactive programs along with individual support, where my experience with at-risk clients is beneficial and I can continue my development as a provisional psychologist.

EDUCATION

2015 – present

Bachelor of Psychological Science (Hons)

James Cook University, Townsville Qld
Expected completion date: November 2018

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Organised mini-conference for final year students to showcase thesis projects to years 1-3

2014

Year 12 Senior Certificate

All Souls St Gabriels School, Charters Towers Qld

Achievements

- Active member of the Student Representative Council
- Organised 'R U OK?' day event for staff and students

Tip – If you 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.

PROFESSIONAL DEVELOPMENT

Current

Accredited Volunteer Telephone Crisis Supporter, Lifeline

2017

Mental Health First Aid, JCU Student Equity and Wellbeing

2016 – present

Treasurer, JCU Student Psychology Association

2015 – present

Student Member, Australian Psychological Association

- Attended 2016 annual conference

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

RELEVANT SKILLS

Communication:

Demonstrated ability to communicate in a sensitive, safe and effective manner to clients and with staff, developed through Lifeline Telephone Crisis Support, reception role in community care and hospitality work.

Resilience:

Ability to work through confronting interactions and acknowledge and decompress my own responses through a strong understanding of my role, it's boundaries and what is outside my control, as well as how to make use of my professional and personal support networks.

Tip – Your relevant experience is a major selling point. Consider your different roles. How did you contribute, improve, manage different situations? Did you receive positive feedback?

Tip – Add your name in the footer.

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

EXPERIENCE

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

- Jan 2016 – present** **Administration Officer/Receptionist (Part-time)**
Anglicare North Queensland, Townsville
- Triaging clients and prioritising available appointments, including identifying at-risk clients for the immediate attention of counselling staff
 - Manage staff diaries to block time for staff meetings, professional development etc.
 - Manage four incoming phone lines and reception desk, abiding by customer service principle of no more than four rings before answering
 - Manage appointment booking software and train new professional staff
 - Set up and maintain a Microsoft OneNote notebook for storing resources and articles of interest for staff
- Feb 2016 – present** **Volunteer Telephone Crisis Supporter**
Lifeline
- Provide empathetic telephone support on the Lifeline Crisis Support line to diverse client base
 - 2 shifts per fortnight
 - Completed National Crisis Supporter Training, student placement and 56 hour probationary volunteer hours
 - Participate in peer supervision and ongoing professional development
- Nov 2015 – Jan 2016** **Project Officer (Vacation Work)**
Youthlink, Townsville
- Worked with Social Worker to provide a safe and friendly environment to engage youth through art, music and theatre activities and encourage them to build their social skills and support network
 - Shared information and observations after each meeting with Social Worker
 - Organised equipment hire and booked guest speakers
- Dec 2014 – Dec 2015** **Team Leader**
The Coffee Club, The Strand, Townsville
- 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
- 2012 - 2014** **Retail Assistant**
Supercheap Pharmacy, Charters Towers
- Customer service and sales
 - Cash handling, including balancing register

*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.*

REFEREES

Ms Sally Brown
Social Worker
Anglicare North Queensland
07 4747 8811
s.brown@anglicare.org.au

Ms Jane Taylor
Coordinator – Crisis Support Team
Lifeline
07 4740 5555
jane.taylor@lifeline.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.

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 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