

GRADUATE RESUMES

Engineering

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)

PRACTICAL INDUSTRY EXPERIENCE

Undertaking an industry placement 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 business, large corporation, government department etc.). What skills did you learn? How did you contribute?

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.

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
- Carefully read the instructions in the application process and follow them
- 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

- Send a generic application
- 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.

David Williams

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: David.Williams2@my.jcu.edu.au

LinkedIn: <https://au.linkedin.com/in/davidwilliams2>

CAREER OBJECTIVE *This is optional.*

EDUCATION

2015 - present

Bachelor of Engineering (Hons)

James Cook University, Townsville, QLD

Major: Chemical Engineering

Expected Date of Completion: November 2018

Full academic transcript can be provided upon request

Achievements

- GPA: 5.9 (Scale 1-7, 7 being the highest)
- Recipient 2016 Innovator Scholarship

2014

Year 12 Senior Certificate

Cairns High School, QLD

Achievements

- High achievement in English, Maths and Chemistry
- Active member of the Student Representative Council
- Highly Commended in National Science Competition

TRAINING AND PROFESSIONAL DEVELOPMENT

2017

Engineers Australia Conference, Sydney

Student delegate

2016

Standard 11 Generic Coal Induction (GI) – Surface Construction Induction White Card

Industry Training Qld

2016

Speechcraft

Toastmasters, Townsville

KEY SKILLS

IT and Programs: AutoCAD, 1 and 2D modelling, Microsoft Office 2013 – Advanced Excel Skills, GPS operation and positioning.

Communication: Highly developed communication skills gained through Toastmasters, hospitality and retail work experience, and university group presentations.

Teamwork: Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university and work experience.

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.

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

Tips

- Don't just list generic skills – you need to relate them to your **experience, knowledge** or **abilities**.
- IT skills are important so ensure you list programs you have used and your skill level
- Think about your **own** skills i.e. problem solving, critical reasoning, leadership.
- You need to match your skills to the organisation to ensure the best fit. **Research is crucial**.

COURSE PLACEMENTS/EXPERIENCE

- 2017 **BHP Mine Site**, Mt Isa, June - July (6 weeks)
- Worked with the Mine Engineering team to ensure engineering processes are followed and standards are being maintained at a high level at all times.
 - Conducted testing of raw material samples and entered the results into the Quality Management System (QMS)
 - Presented results and proposed action plan to the Mine Engineering Team
- 2016 **GHD**, Cairns, December – January (6 weeks)
- Self-sourced vacation work with engineering consultancy firm in Cairns
 - Worked with several team members from different disciplines to complete desktop review of fieldwork results
 - Raw material sourcing and storage
 - Assisted with basic chemical analysis of raw materials

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

- Feb – Nov 2017 **JCU Student Ambassador**
JCU Global Strategy and Engagement, Cairns
- Achievements and Responsibilities**
- Provided information sessions to far north Queensland schools on the benefits of studying at JCU
 - Provided on-campus tours to visiting schools
 - Provided event management assistance at annual JCU Open Day
- 2016 – present **Student Mentor** (voluntary)
James Cook University Mentor Program, Cairns
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Engineering students
 - Trained in communication, mentoring and advocacy
 - Acted regularly as a support and mentor to 5 new students
- 2015 – present **Retail Assistant** (casual)
Harvey Norman – IT Department
- Achievements and Responsibilities**
- 6 month period as Assistant Department Manager (prior to full-time University)
 - Customer relations and extensive sales experience
 - Set up new products for display and customer demonstrations
 - Work as part of a team to achieve sales targets

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 HISTORY continued

2015 – 2017

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 register monies each shift
- A reliable ability to stay calm on busy nights
- The capacity to motivate other team members
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 3 years

MEMBERSHIPS

2016 – present Student Member of Engineers Australia

2015 – present Member of JCU Engineering Undergrad Club

COMMUNITY INVOLVEMENT

2017 Treasurer of JCU Engineering Undergrad Club

REFEREES

Dr Anne Smith

Associate Professor – Engineering
James Cook University
Phone: (07) 4700 5555
Email: Anne.Smith@jcu.edu.au

Mr Neil Wordsworth

Retail Manager
Harvey Norman
Phone: (07) 4700 5555
Email: n.wordsworth@harveynorman.com.au

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

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.*