

# GRADUATE RESUMES

## Engineering

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 which 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 first.

#### 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)
- Photo, date of birth, marital/parental status and health are **not required**.

#### PROFESSIONAL SUMMARY or CAREER STATEMENT (2-3 lines)

Some engineering employers regard this section as essential. 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 Engineering**.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### 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

Begin with most recent. 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.

#### 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

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor your resume to the job description / organisation requirements of the position.
- 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 modify layout if so. Online screening software can't 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.

# David Williams

**Tip** – ensure your email address reflects a professional image. Personalise your LinkedIn URL.

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Phone: 0411222222

Email: [David.Williams2@my.jcu.edu.au](mailto:David.Williams2@my.jcu.edu.au)

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

## PROFESSIONAL SUMMARY or CAREER STATEMENT.

Organised, detail-oriented engineer with up to date knowledge and experience in mine engineering processes. I am adaptable and able to live and work in remote locations.

**Tip** – Your **Professional Summary or Career Statement** should be concise and targeted to the role. Indicate what personal or professional attributes you can bring to the position and ensure it matches the role you are applying for.

## 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

- Grade Point Average: 5.9 (Scale 1-7, 7 being the highest)
- Recipient 2017 Innovator Scholarship
- Distinction for a 12 month research project – (Title of project)
- Presented poster of research findings at 2018 Engineers Australia Conference

**Tip** - Include other degrees or qualifications completed prior to your **Bachelor of Engineering** in this section.

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

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

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

2018

### Student Delegate

Engineers Australia Conference, Sydney

2017

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

Industry Training Qld

2016

### Speechcraft Course

Toastmasters, Townsville

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

## KEY SKILLS

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

**Communication:** Well-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 successful team projects at university and through my work experience.

**Project Management:** Sound project management capacity gained through course placements with BHP and GHD and High Distinction in university subject – *Introduction to Project Management*.

**Tip** - List the skills that are relevant to the position / employer – relate them to your experiences to support your claim. Employers don't want to see generic information here.

## COURSE PLACEMENTS/EXPERIENCE

- 2018                    **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 Management Team
  - .....
- 2017                    **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 2018            **JCU Student Ambassador** (casual)  
JCU Global Strategy and Engagement, Cairns
- 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
- 2017 – 2018            **Hospitality Worker** (casual)
- I have worked in a range of hospitality positions, to support myself through University. The skills developed in these roles include:
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 2 years
  - 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 and productive in a busy and at times stressful work environment
  - The capacity to motivate other team members
- 2015 – 2017            **Retail Assistant** (casual)  
Harvey Norman – IT Department
- 3 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

### Tips

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

## MEMBERSHIPS

- 2017 – Present      **Student Member** - Engineers Australia  
2016 – Present      **Member** - JCU Engineering Undergrad Club

## COMMUNITY INVOLVEMENT

- 2018                      **Treasurer** - JCU Engineering Undergrad Club  
2017 – Present        **Student Mentor** (voluntary)  
James Cook University Mentor Program, Cairns
- Coordinated tours on campus in O Week for new Engineering students
  - Trained in communications, mentoring and advocacy
  - Acted regularly as a support and mentor to 5 new students

*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

- Member of Townsville Tigers Hockey Club – Captain of Tigers team - open age
- Coach for the 'Under 12s' Tiger hockey team
- Keen traveller – backpacked through South America and Asia

*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. Make sure you read the application instructions to determine the type and number of referees required.*

## REFEREES

### Dr Anne Smith

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

### Mr Neil Wordsworth

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

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

**NOTE: This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.**