

GRADUATE RESUMES

Medical Laboratory Science

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)

CLINICAL PLACEMENTS

Make the most of your clinical placements when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (hospital setting, government department, overseas placement 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
- 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.

Jenny Brown

21 Calbar Place, Smithfield, QLD 4870

Phone: 041 122222

Email: Jenny.Brown3@my.jcu.edu.au

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

CAREER OBJECTIVE *This is optional.*

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.*

EDUCATION

2015 - present

Bachelor of Medical Laboratory Science

James Cook University, Townsville, QLD

Expected Date of Completion: November 2018

James Cook University B. Medical laboratory Science degree is accredited by the Australian Institute of Medical Scientists

Achievements

- GPA: 6.1 (Scale 1-7, 7 being the highest)
- Member of group of three who received the highest grade for a project on the effectiveness of handwashing in preventing spread of infection
- Awarded scholarship based on merit and interview for three week clinical placement in Papua New Guinea

2014

Year 12 Senior Certificate

Cairns State High School, QLD

Achievements

- High achievement in Maths, Chemistry, Biology
- Awarded High Distinction in National Science Competition

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

TRAINING AND PROFESSIONAL DEVELOPMENT

2017

Australian Institute of Medical Scientists Conference, Sydney

Student delegate

2017

Queensland Haematology Interest Group

Participated in monthly webinars and online meetings

2016

Communicating with Confidence

Lynda.com

Online short course in public speaking techniques

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

KEY SKILLS

Communication:

Highly developed communication skills gained from hospitality and retail work experience, and university group presentations, further refined through online short course

Teamwork:

Strong ability to work as part of team, developed through hospitality work in fast-paced restaurants with quality service focus, and evidenced by high academic achievements in group work assignments at university.

Tips

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

CLINICAL PLACEMENTS

2018

Townsville Hospital, Townsville, May - June (6 weeks)

Tip – think about what tests you performed, who your clients and patients were, and any specific processes you followed

- Developed essential skills in prioritisation and communication to medical staff working in the laboratory servicing the Emergency Department as well as wards.
- Analysed samples for exposure to notifiable diseases including Dengue, Tuberculosis, and Australian Bat Lyssavirus and provided timely results to treating doctors.
- Undertook routine manual analysis for porphyrins, osmolality, renal calculus.
- Routine serological testing, including Antenatal, Hepatitis and HIV screening.
- Haematology: Processed samples through a haematology analyser, make films and screen films alongside a haematology scientist. Watched/performed routine coagulation testing.
- Immunohaematology or transfusion medicine: Undertook group and screening of routine antenatal and urgent blood samples, perform crossmatch using both manual and automated techniques (including Biorad or Grifols), issuing of blood products including packed red cells, platelets and fresh frozen plasma.
- Microbiology: Performed routine screening of urines, faeces and sputums, including plating and microscopy. Watched colonial morphological identification and biochemical identification of pathogens.
- Clinical Biochemistry: Undertook routine biochemistry analysis using an automated biochemistry analyser Beckman AU680, Roche, Hitachi.
- Histology: watched or performed cut up and embedding, sectioning and staining of tissues. Watched and took part in an autopsy.
- Specimen Reception: Undertook the routine receipt of samples and performed all identification checks, coding and computer entry in a busy laboratory.

2017

Veterinary Hospital, James Cook University, September - October (6 weeks)

- Performed blood chemistries, complete blood counts, blood clotting times, urinalysis, faecal tests, biopsy examination, cultures and infectious disease testing
- Developed and proposed a new testing regime to limit issues with specimen collection and improve validity, decreasing the need for repeated testing
- Incorporated feedback and trained staff in new procedure

2016

Port Moresby Hospital, Papua New Guinea, May - June (3 weeks)

- Awarded a scholarship to attend an observational placement in Papua New Guinea
- Experienced the complexities of cross-cultural communication, including situations impacted by traditional gender roles, and low literacy in both English and first language
- Observed the constraints placed on regional and remote clinics due to lack of resources and funding

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?

Tip – Add your name in the footer.

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

- 2016 – present **Student Mentor** (voluntary)
James Cook University Mentor Program, Townsville
- Achievements and Responsibilities**
- Coordinated tours on campus in O week for new Medical Laboratory Science students
 - Trained in communication, mentoring and advocacy
 - Act regularly as a support and mentor to 5 new students
- 2016 – present **Volunteer**
Townsville Red Cross Blood Bank
- Achievements and Responsibilities**
- Customer Service
 - Registering Donors
 - Booking Appointments
 - Blood collection and handling
 - Monitoring Donors
- 2015 – present **Hospitality worker** (casual)
I have worked in a range of hospitality positions, to support myself through University. The skills developed in these roles include:
- Physical and mental tolerance to shift work, particularly during busy nights with multiple competing priorities.
 - 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.
- 2015 –2016 **Retail Assistant** (casual)
City Beach
- Achievements and Responsibilities**
- 6 month period as Assistant Store Manager (prior to full-time University), including staff supervision and complaints resolution
 - Customer relations and extensive sales experience
 - Created visual displays and merchandising

MEMBERSHIPS

- 2016 – present Australian Institute of Medical Scientists
- 2016 – present JCU BioMedical and Medical Laboratory Society

REFEREES

Ms Anne Smith

Senior Medical Laboratory Scientist
Townsville Hospital
Phone: (07) 4700 5555
Email: Anne.Smith@health.qld.gov.au

Mr Neil Wordsworth

Retail Manager
City Beach
Phone: (07) 4700 5555
Email: Manager@citybeach.com.au

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
- [Lynda.com](#): Boost your skills with online short courses, via the Library page

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.*