

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 planning 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 Planning**.

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.

James Tomas

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

21 Calbar Place, Smithfield, QLD 4870

Phone: 0411222222

Email: James.Tomas@my.jcu.edu.au

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

PROFESSIONAL SUMMARY or CAREER STATEMENT.

This is optional.

EDUCATION

2016 - Present

Bachelor of Planning

James Cook University, Townsville, QLD

Expected Date of Completion: November 2019

Full academic transcript can be provided upon request

Achievements

- Grade Point Average: 5.5 (Scale 1-7, 7 being the highest)
- Distinction for a 12 month planning project – (*Title of project*)
- Subject Prize for EV3110 – Environmental and Social Impact Assessment

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.

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

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

2015

Year 12 Senior Certificate

Townsville High School, QLD

Achievements

- High achievement in English and Maths
- 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

2019

Student Participant and Volunteer

Planning Institute of Australia, Tasmania

2018

Things Planners Need to Know

Planning Institute of Australia, Online Seminar

2016

Speechcraft Course

Toastmasters, Townsville

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

KEY SKILLS

Strategic Thinker: Ability to apply strategic, critical and spatial thinking as demonstrated from industry course placement and university assignments.

Communication: Strong verbal and written communication skills gained through Toastmasters, trade assistant and hospitality work experience, course placement and university assessments.

Team Player: Ability to work as part of team, evidenced by successful team projects at university and through my work experience.

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.

Tip – Add your name in the footer.

COURSE PLACEMENTS/EXPERIENCE

2018 - 2019

Townsville City Council, Townsville, January - April (140 hours)

- Applied research principles, methods, techniques and tools to plan and execute project work
- Evaluated and reflected on strategic, statutory, professional and ethical frameworks to perform key urban and regional planning tasks
- Communicated issues, proposals, actions and research findings clearly and coherently to diverse audiences

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

2018 – current

Trade Assistant Structural Landscaping (casual)

CPB Contractors, Townsville

- Constructed retainer walls and fences in line with client and legal requirements
- Followed workplace company policies and procedures
- Worked as part of a diverse and multicultural team

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
- The capacity to motivate other team members

Tips

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

MEMBERSHIP

2018 – Present

Student Membership - Planning Institute Australia

COMMUNITY INVOLVEMENT

2017 – Present

Student Mentor (voluntary)

James Cook University Mentor Program, Townsville

- Coordinated tours on campus in O Week for new Planning 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

- Team member of Townsville Ultimate Frisbee
- Keen traveller – backpacked through Europe and the UK

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 Yetta Gurtner

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James Cook University
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Mr John Edwards

Building Manager
CPB Contractors
Phone: (07) 4700 5555
Email: J.edwards@cpb.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?
- **[Employability Edge](#)**: Master Written Applications module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques
- Make an appointment with the **[Careers and Employability Team](#)** to discuss your job search

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

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.