

# GRADUATE RESUMES

## Marine Science



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. You **must** follow the application instructions to ensure your application progresses to the next stage.

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 organisation and role you are applying for.

### 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, CAREER STATEMENT or PROFILE (Optional, 2-3 lines)

This section should only be added to your resume if it has been written to suit the position and organisation you are applying to. 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 Marine Science**.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### COURSE PLACEMENTS, VACATION PROGRAMS, INDUSTRY EXPERIENCE

Make the most of the opportunities available to gain experience during your study. These experiences will help you to produce a quality application. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (government department, small business, large corporation, overseas 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 Words for your Application Information Sheet](#) for more ideas.

### 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 and be consistent.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for 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 Wilston

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

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

LinkedIn: [DavidJWilston](#)

## PROFESSIONAL SUMMARY, CAREER STATEMENT or PROFILE

*This is optional.*

## EDUCATION

2018 - present

### Bachelor of Marine Science

James Cook University, Townsville, QLD

Expected Date of Completion: November 2020

### Achievements and Relevant Subjects

- Grade Point Average: 6.1 (Scale 1-7, 7 being the highest)
- Distinction for 3<sup>rd</sup> year research project – (*Title of project*)
- Subject Prize for second year subject – Functional biology of marine organisms
- Awarded JCU Global Mobility grant to study one semester at St Andrews University, Fife, Scotland
- Relevant subject 1
- Relevant subject 2

**Tip** - Include other degrees or qualifications completed prior to **Bachelor of Marine Science** in this section. List most recent first.

2017

### Year 12 Senior Certificate

Cairns State High School, QLD

### Achievements

- High achievement in English and Geography
- Active member of the Student Representative Council
- Founding member of school-wide recycling project

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

2020

### Student Delegate – Poster Presentation on research project

Australian Coral Reef Society Conference, Moreton Island

2019

### Student Delegate/Volunteer

Scottish Association for Marine Science Conference, Oban, Scotland

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

## KEY SKILLS

**Communication:** Confident and clear communicator, adaptable to various contexts, strengthened through community engagement activities, previous employment and study in Scotland.

**Analytical:** Strong analytical skills developed during XXXXX. Three years experience in image manipulation and statistical analysis using Excel and R.

**Field Work:** Well-developed fieldwork skills gained through a variety of experiences including working as a volunteer researcher Orpheus Island and Cairns Turtle Rehabilitation Centre, Fitzroy Island.

**Tip** - List the skills that are relevant to the position / employer – relate them to your experiences to support your claim.

## CERTIFICATIONS/LICENCES

Current	<b>CPR Refresher</b> St John Ambulance Australia
Current	<b>Provide First Aid Plus+</b> St John Ambulance Australia
Current	<b>PADI Dive Master</b> 200+ dives (including Great Barrier Reef, West Coast of Scotland)
Current	Queensland Open Drivers Licence (Manual)
Current	Queensland Marine Licence

## MEMBERSHIPS

2018 – present	<b>Student Member</b> – Australian Coral Reef Society <b>Student Member</b> – Institute of Marine Engineering, Science and Technology
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**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?

## RELEVANT EXPERIENCE

2020	<b>Self-sourced Internship</b> JCU Orpheus Island Research Station, June - July (100 hours) <ul style="list-style-type: none"><li>• Assisted Annual Island Clean-up</li><li>• Conducted safety briefing for groups of volunteers – total 50 people</li><li>• Recorded all debris collected on XXXX software to compare to previous years</li><li>• Administered Volunteer Survey and analysed results and presented to Management Committee for future planning</li><li>• .....</li></ul>
2019	<b>JCU PhD Student – Research Assistant</b> , January - February (20 hours) <ul style="list-style-type: none"><li>• Assisted a JCU PhD student with his research project – <b>title of project</b></li><li>• Collected water samples from designated waterways and analysed and recorded the results using XXXXX software, in accordance with required procedures over a 5 day period</li><li>• .....</li></ul>
2018/2019	<b>Cairns Turtle Rehabilitation Centre, Fitzroy Island, Cairns</b> , Dec – Jan (80 hours) <ul style="list-style-type: none"><li>• Assisted with weed removal and pest eradication at the world renowned research facility</li><li>• Updated the volunteer feedback/evaluation documents</li></ul>

## EMPLOYMENT HISTORY

2019 – present	<b>Tour Guide/Animal Carer</b> (casual) Reef HQ, Great Barrier Reef Aquarium, Townsville <ul style="list-style-type: none"><li>• Leading tours of up to 40 school children through the Aquarium exhibit</li><li>• Providing an educational experience for a wide variety of age groups</li><li>• Preparation of food for a variety of marine animals using high level hygiene practices and record keeping</li><li>• Undertook routine cleaning and maintenance of the exhibit</li></ul>
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### Tips

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

## EMPLOYMENT HISTORY continued

- 2017 – 2018      **Team Member**, (casual)  
Hungry Jacks, Cairns
- Successfully completed all modules in the Hungry Jacks Crew Training Program
  - Excellence in Customer Service Award – September, 2018

## COMMUNITY INVOLVEMENT

- 2018 - 2019      **Team Member and Social Committee Member** - JCU Basketball Team
- 2019              **Committee Member** – JCU Dive Club

*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

- Photography/Video Production – underwater
- Travel – backpacked through Asia for three months

*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.*

## REFEREES

**Dr Anne Smith**  
Senior Lecturer – Marine Science  
James Cook University  
Phone: XXXX  
Email: XXXX

**Mr Neil Wordsworth**  
Manager  
JCU Orpheus Island Research Station  
Phone: XXXX  
Email: XXXX

**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?
- **[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.**