

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 (current/most recent first).

PERSONAL DETAILS

- Name, phone and email.
- LinkedIn Profile – ensure your profile is up-to-date. Consider personalising your URL (see our LinkedIn information sheet)
- Do not include a photo, date of birth, marital/parental status or other personal information

PROFILE (3-4 sentences)

This is a snapshot of your key skills and experience, and career aspirations and/or interests that align with the role/organisation.

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.

PLACEMENT/VACATION WORK

Describe your responsibilities, achievements, projects. What skills did you learn? How did you contribute?

EXPERIENCE

Use bullet points to list your responsibilities and achievements for each relevant role - tailor these to the position. Do not leave gaps in your resume. If you

travelled or cared for a family member for 12 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.

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Townsville, QLD

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Tip – ensure your email address reflects a professional image.

PROFILE

Final-year Civil Engineering student with a strong foundation in structural analysis, AutoCAD design, and project management. Passionate about sustainable construction practices and infrastructure development. Eager to apply academic knowledge and hands-on project experience in a professional engineering environment.

EDUCATION

2022 - Present

Bachelor of Engineering (Hons)

Major: Civil Engineering
James Cook University, Townsville, QLD
Expected Date of Completion: November 2025

Achievements

- GPA: 5.9
- Distinction for a 12-month research project – (*Title of project*)
- Presented poster of research findings at 2025 Engineers Australia Conference
- Recipient 2024 Innovator Scholarship

Tip – If you decide to add a Profile, keep it to 3-4 sentences. Highlight your key skills and relevant experience, and consider mentioning your career goals or interests that align with the role or organisation.

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

2021

Year 12 Senior Certificate

Southern Cross Catholic College, QLD

Achievements

- ATAR: 85
- Active member of the Student Representative Council
- Highly Commended in National Science Competition

Tip – Only include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.

PLACEMENTS

2025

Glencore, Mt Isa, June - July (6 weeks)

- Assisted with the design and inspection of surface infrastructure at an operational mine site, including access roads, drainage systems, and retaining structures.
- Collaborated with multidisciplinary teams to support land rehabilitation and erosion control efforts.
- Conducted geotechnical data analysis and assisted in preparing environmental compliance documentation.
- Contributed to site safety audits and gained exposure to mining-related civil standards and regulations.
- Used AutoCAD and Excel to create technical drawings, progress logs, and materials quantity estimates.

2024

GHD, Cairns, December – January (6 weeks)

- Supported the design team on urban infrastructure projects including stormwater drainage and roadworks.
- Performed quantity take-offs and contributed to Bill of Quantities preparation for transport and water projects.
- Used AutoCAD and Civil 3D to draft engineering plans under supervision.
- Attended client meetings and internal workshops, enhancing communication and presentation skills.
- Gained experience in sustainable design practices and exposure to project delivery in a consulting environment.

EXPERIENCE

- Feb 2025 – present **JCU Student Ambassador** (casual)
JCU Global Strategy and Engagement, Townsville
- Provided information sessions to 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
- Jan 2022 – Dec 2024 **Hospitality Worker** (Casual)
The Coffee Club and Juliette's, Townsville.
- Provided excellent customer service and sensitively handled customer complaints
 - Assisted in training new staff
 - Performed daily inventory audits and weekly product and supply orders
 - Management of financial transactions including balancing register each shift

TRAINING AND PROFESSIONAL DEVELOPMENT

- 2025 **Engineers Australia Virtual Conference**
- 2024 **AutoCAD for Civil Engineers** – Coursera
- 2023 **Project Management Fundamentals for Engineers** – LinkedIn Learning

SKILLS

- Engineering Software: MATLAB, AutoCAD, Fusion 360
- Microsoft Office: Word, Excel, PowerPoint, Access

MEMBERSHIPS

- 2020 – Present **Student Member** - Engineers Australia
- 2019 – Present **Treasurer** - JCU Engineering Undergrad Club

COMMUNITY INVOLVEMENT

- 2021 – 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

INTERESTS – *This is optional*

- 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 – If you wish to list interests, ensure they relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

REFEREES

Dr Anne Smith
Associate Professor – Engineering
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