

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 experience listed first.

PERSONAL DETAILS

- Name, address, phone and email.
- LinkedIn – ensure your profile is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required**.

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 for transparency.

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

- 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 formatting.
- 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 sort list resumes and modify layout if so. Online screening software may not 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.

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

PROFILE (or CAREER OBJECTIVE)

This is optional.

Tip – If you decide to add a **Career Objective** or **Professional Profile**, keep it brief (3-4 sentences). It is a summary of your skills, strengths, and key experiences relevant to the role. It also should convey what you are seeking, or what you have to offer.

KEY SKILLS

- Data Analysis: R, MATLAB
- GIS and Mapping: ArcGIS
- SCUBA diving and underwater survey techniques
- Scientific writing and report preparation
- Laboratory skills: water quality analysis, DNA extraction

EDUCATION

2022 - present

Bachelor of Marine Science

James Cook University, Townsville, QLD

Expected Date of Completion: November 2024

Achievements and Relevant Subjects

- Grade Point Average: 6.1 (max 7.00)
- 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

2021

Year 12 Senior Certificate

Cairns State High School, QLD

Achievements

- ATAR: 85
- Active member of the Student Representative Council
- Founding member of school-wide recycling project

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

TRAINING AND PROFESSIONAL DEVELOPMENT

2023

Student Delegate – Poster Presentation on research project

Australian Coral Reef Society Conference, Moreton Island

2023

Student Delegate/Volunteer

Scottish Association for Marine Science Conference, Oban, Scotland

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

RELEVANT EXPERIENCE

2024

Internship

JCU Orpheus Island Research Station, June - July (100 hours)

- Administered Volunteer Survey and analysed results and presented to Management Committee for future planning
- Conducted safety briefing for groups of volunteers – total 50 people
- Recorded all debris collected on XXXX software to compare to previous years
- Assisted Annual Island Clean-up

- 2023 **Research Assistant**, January - February (20 hours)
- Assisted a JCU PhD student with his research project – ***title of project***
 - 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
- 2022/2023 **Cairns Turtle Rehabilitation Centre, Fitzroy Island, Cairns**, Dec – Jan (80 hours)
- Assisted with weed removal and pest eradication at the world-renowned research facility
 - Updated the volunteer feedback/evaluation documents

EMPLOYMENT HISTORY

- 2022 – present **Tour Guide/Animal Carer** (casual)
Reef HQ, Great Barrier Reef Aquarium, Townsville
- Leading tours of up to 40 school children through the Aquarium exhibit
 - Providing an educational experience for a wide variety of age groups
 - Preparation of food for a variety of marine animals using high level hygiene practices and record keeping
 - Undertook routine cleaning and maintenance of the exhibit
- 2022 – 2023 **Team Member**, (casual)
Hungry Jacks, Cairns
- Successfully completed all modules in the Hungry Jacks Crew Training Program
 - Excellence in Customer Service Award Recipient

CERTIFICATIONS/LICENCES

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

COMMUNITY INVOLVEMENT

- 2023 **Committee Member** – JCU Dive Club
- 2022 – 2023 **Team Member and Social Committee Member** - JCU Basketball Team

MEMBERSHIPS

- 2023 – present **Student Member** – Australian Coral Reef Society
- 2023 – present **Student Member** – Institute of Marine Engineering, Science and Technology

INTERESTS (this is optional)

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

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

***Tip** – Referees can be listed as ‘Available on request’ unless specifically requested to be included your resume.*