

### 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 role and the employer. Thoroughly research the organisation and the position to determine what the employer is looking for.

Due to the volume of applications, many Health Departments use online application systems. You **must** follow the instructions to ensure your application progresses to the next stage. Each organisation's application process will have different requirements.

A role in a public health service may have a different focus from a private hospital or clinic. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths as they relate to each particular job and match your skills and abilities to the job you are applying for.

### Headings

There are no set headings for a resume, although the following headings are commonly included.

Under each heading list experiences in reverse chronological order, most recent first.

### PERSONAL DETAILS

- Name, city, phone and email.
- LinkedIn Profile – if you have a profile, ensure it is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Don't include a photo, date of birth, marital/parental status or other personal information.

### PROFESSIONAL SUMMARY/CAREER STATEMENT/PROFILE (Optional, 3-4 sentences)

It is a summary of your skills strengths, achievements, and key experiences relevant to the role. It should also convey your motivation for applying for the role/career aspirations and what you have to offer the person reading it.

### 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 Nursing Science**.

### MEMBERSHIPS

Include memberships of professional or industry bodies.

### CLINICAL PLACEMENTS

**Some employers require a copy of your Clinical Placement Report, others don't.** If it is not required, use your resume as an opportunity to describe your responsibilities, achievements, range of patients treated, range of situations (remote, regional, city etc.). Try to highlight different achievements or skills gained at each placement. **Don't just state generic duties.**

### EMPLOYMENT HISTORY

Begin with the 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

Clinical Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people). Obtain permission first.

### Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Awards	Volunteering

### 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.
- 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 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.

# Janice Smith

Cairns, QLD 4870

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Linkedln: [linkedin.com/in/janice-smith](https://www.linkedin.com/in/janice-smith)

**Tip** – Use a professional email address such as your JCU email and personalise/embed your LinkedIn URL.

## PROFESSIONAL SUMMARY / CAREER STATEMENT / PROFILE (Optional)

I am a motivated and caring final year Nursing Science student with a passion for rural nursing. In addition to my studies, I have over two years' experience in customer service roles in medical practices and I am ready to use my up-to-date skills and knowledge in my new career as a Registered Nurse.

**Tip** – If you decide to add a **Professional Summary or Profile**, keep it brief. It is a summary of your skills, strengths, achievements and key experiences relevant to the role. It should also convey your motivation for applying and what your have to offer the person reading it.

## EDUCATION

2022 – Current

### Bachelor of Nursing Science

James Cook University, Cairns, QLD

Expected completion date: November 2024

### Relevant Achievements

- Grade Point Average: 5.7 (scale 1-7, 7 being highest)
- Awarded the XXXX scholarship.
- Received High Distinction for XXXXXXXX subjects.

**Tip** - Include other degrees or qualifications completed prior to **Bachelor of Nursing Science**, if relevant.

2021

### Year 12 Senior Certificate

Cairns State High School, QLD

### Achievements

- Social Justice Captain, active member of the Student Representative Council

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

## CLINICAL PLACEMENTS

2024

### Community Child Health Centre, Cairns, Aug – Oct (240 hours)

- Progressively established therapeutic interpersonal relationships with mothers, neonates and toddlers.
- Competently conducted initial consultations during home visits, including handling neonates and assisting mothers with feeding.
- Supported Buddy RN with the Infant Feeding Support Program, the Early Breast-Feeding Clinic and First Steps Program.

Supervisor's Comment (**OPTIONAL**)

.....  
..... Clinical Supervisor

**Tip** - How did you contribute to the ward or clinic? How did you improve your skills? How did you manage different situations? Did you receive positive feedback?

2023

### Cardiac Ward, Townsville Hospital, Aug – Oct (120 hours)

- Successfully arranged both the admission and discharge of several patients.
- Skillfully prepared, administered and managed IV therapy (including additives), and safely dispensed medications.
- Contributed to two code blues, e.g. with ABG retrieval.
- Gained valuable knowledge surrounding the use of CPAP and BIPAP machines.

Supervisor's Comment (**OPTIONAL**)

.....  
..... Clinical Supervisor

**Tip** – Consider the employer you are applying to and which placements are most **relevant** to them – you may need to list more points under the more **relevant** placements than others.

**Tip** – Listing Supervisors comments is **optional**. Some employers will require a copy of your placement reports, if not, consider a brief supervisor comment from your placements report to provide evidence of achievements.

- 2022                      **General Surgery Unit, Cairns Hospital, Aug – Oct (80 hours)**
- Conducted baseline neurovascular observations for signs of post-op complications.
  - Prepared and dressed an acute post-op wound aseptically.
  - Safely prepared and managed the delivery of Intravenous Fluids (no additives), including hanging, priming, calculating and setting the rate.
- 2022                      **Mossman Aged Care Facility, Mossman, May – June (80 hours)**
- Developed and maintained therapeutic relationships with all patients.
  - Accurately documented and reported on patient care.
  - Participated in handover of patients to other allied health staff.

## PROFESSIONAL DEVELOPMENT

- 2024                      Mental Health First Aid Course, James Cook University
- 2023                      Midwives: Fit for the Future Conference, ACM/Midplus – volunteer

## EMPLOYMENT

- 2024 – current                      **Assistant-in-Nursing**  
Bupa Aged Care, Cairns (*casual, paid work*)
- Achievements and responsibilities*
- Providing direct care for 15-20 residents of the high and low dementia care unit.
  - Ensuring safe and clean working environment through using safe manual-handling techniques and appropriate....
  - Consistently maintaining mutual therapeutic relationships with ...
- 2022 – 2023                      **Receptionist**  
The 24 hour GP Clinic, Cairns (*casual, paid work*)
- Achievements and responsibilities*
- Responded and sensitively handled requests for GP appointments, both face to face and by telephone.
  - Followed protocols to determine urgency of requests.
  - Member of a team of 12 part-time receptionists, operating a 24 hour, 7 days a week roster.
  - Undertook training on XXXX (GP appointment and billing software).
  - Ensured high levels of hygiene throughout the reception area of the practice.
- 2021                      **Retail Assistant**  
Supercheap Pharmacy, Smithfield
- Achievements and responsibilities*
- Responded to customer enquiries and complaints.
  - Participated in product training to ensure correct recommendations.
  - Awarded Employee of the Month for best team player.

## COMMUNITY SERVICE

- 2023                      **Student Mentor, James Cook University**
- Supported first year Nursing students settle in and succeed in their transition into university.
  - Trained in communication, mentoring and advocacy.
- 2022                      **Pyjama Angel, Children's Ward, Cairns Hospital**
- Weekly reading session with patients.
- 2020 – 2021                      **Relay for Life (annual breast cancer fundraising event)**
- Team leader and active fundraiser, team successfully raised over \$2000 each year.

## MEMBERSHIPS

2023 – current      Committee member - JCU Nursing Students Association

## INTERESTS

- Member of Cairns 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** – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork, self-care.

## REFEREES

XXXX  
Nurse Unit Manager  
Community Child Health Centre, Cairns  
Phone: XXXX  
Email: XXXX

XXXX  
Nurse Unit Manager  
Mossman Hospital  
Phone: XXXX  
Email: XXXX

**Tip** – Ask permission first and 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.

**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