

GRADUATE RESUMES

Occupational Therapy

Your ability to gain an interview for a graduate position hinges upon the quality of your written application.

This is your opportunity to demonstrate to a potential employer that you possess the necessary knowledge, skills and abilities for the position.

It is **essential** that you tailor your resume to the position, to increase the fit between you and the job.

Market Yourself

Your resume is a marketing tool. Determine what the employer is most interested in and what your best selling points are. Reflect on your past study and work experiences, extracting points which could help to sell yourself to an employer.

You must tailor your resume for **every** job application. Emphasise your strengths as they relate to each particular job and match your skills and abilities to the job you are applying for. Thoroughly research the organisation and the position to determine what the employer is looking for.

Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best promote you to a prospective employer. The order is dependent on your background, relevant experience and requirements of the job. List all dates and experiences in reverse chronological order.

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)
- Nationality is optional.
- Date of birth, marital/parental status and health are **not required**.

CAREER OBJECTIVE (Optional, 2-3 lines)

A Career Objective should only be added to your resume if it has been written to suit the position/organisation you are applying to.

EDUCATION

Tertiary and High school (only list high school if you are a recent school leaver and have relevant achievements to list).

MEMBERSHIPS

Include memberships of professional or industry bodies.

REFEREES

Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people)

CLINICAL PLACEMENTS

Make the most of your clinical placements when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (hospital setting, government department, overseas placement etc.). What skills did you learn? What projects did you contribute to?

EMPLOYMENT HISTORY

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.

Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteering

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Verbs/action points can highlight your skills. See the '[Action Verb](#)' Information Sheet for more examples.

Top Tips

- Thoroughly research the organisation's application procedure to determine what is required.
- Tailor it 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 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 or 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.

CAREER OBJECTIVE or PROFESSIONAL PROFILE

This is optional. Must be relevant to the role.

Tip – If you decide to add a **Career Objective** or **Professional Profile**, keep it brief (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 the person reading it.

EDUCATION

2020 – present

Bachelor of Occupational Therapy (Hons)

James Cook University, Townsville, Qld

Expected Date of Completion: November 2023

Research Topic:

Achievements

- GPA: 6.1 (Scale 1-7, 7 being the highest)
- Awarded scholarship based on merit and interview for three-week clinical placement in Papua New Guinea

2019

Certificate III in Individual Support (Disability)

Barrier Reef Institute of TAFE, Townsville, Qld

2019

Year 12 Senior Certificate

Pimlico State High School, Townsville, Qld

Achievements

- Awarded Caltex All Rounder award for contributions to community

Tip – Only include high school if you graduated recently and have achievements/awards.

CLINICAL PLACEMENTS

2022

Townsville Hospital, Townsville, May - June (6 weeks)

- Prescribed assistive equipment, including over toilet frames, bath-boards, shower chairs and wheelchairs.
- Researched and made recommendations regarding home modifications e.g. grab-rail positioning and ramps.
- Prepared draft home assessment reports.
- Made simple splints for hands to maintain and improve function and prevent contracture.
- Developed and presented a therapeutic program for children to address sensory and fine motor deficits.
- Upper and lower limb retraining post neurological conditions with the aim to increase grip strength, balance, walking and coordination.
- Provided (with supervisor assistance), advice about positioning and equipment to manage pressure ulcers.
- Prepared draft initial intake and discharge summaries.

2021

James Cook University AccessAbility Services, October – November (6 weeks)

- Participated in initial assessments to identify supports available for students to help maximise study success at James Cook University.
- Prepared draft Inclusive Teaching and Learning Plans which notified lecturers of support and general adjustments required by students.
- Researched suppliers of appropriate ergonomic equipment.
- Identified and assigned appropriate assistive technology including Dragon speaking software. Worked with a small group of students to help them learn these programs.
- Identified exam adjustments that would accommodate student's medical issues.

- Engaged in regular appointments with a number of students to check-in with their progress and support needs.
- Prepared case notes for files and helped complete medical document reviews.

2021 **Port Moresby Hospital, Papua New Guinea**, July (3 weeks)

- Awarded a scholarship to attend an observational placement in Papua New Guinea.
- Experienced the complexities of cross-cultural communication, including situations impacted by traditional gender roles, and low literacy in both English and first language.
- Observed the constraints placed on regional and remote visiting services and clinics due to lack of resources and funding.

2021 **XYS Injury Management Services**, May - June (6 weeks)

- Travelled with OT to client workplace for initial return to work and workplace assessments.
- Drafted initial needs assessments, suitable duties, and rehabilitation plan reports.
- Completed workstation assessments (with supervision) and prepared summary reports.
- Scribed results for functional capacity assessments undertaken by supervisor and prepared initial result summaries for the final reports.

EMPLOYMENT HISTORY

- | | |
|----------------|---|
| 2021 – present | <p>Student Mentor (voluntary)
James Cook University Mentor Program, Townsville</p> <ul style="list-style-type: none"> • Coordinated tours on campus in O week for new Occupational Therapy students. • Trained in communication, mentoring and advocacy. • Act regularly as a support and mentor to 5 new students. |
| 2021 – present | <p>Pyjama Angel (voluntary)
The Pyjama Foundation</p> <ul style="list-style-type: none"> • Reading to a child in foster care for one hour per week. • Providing a reliable and consistent adult figure. • Being positive and encouraging of child's reading and education. |
| 2020 – present | <p>Hospitality Worker (casual)
The Coffee Club and Juliette's.</p> <ul style="list-style-type: none"> • Provide excellent customer service and sensitively handle customer complaints. • Assist in training new staff. • Perform daily inventory audits and weekly product and supply orders. • Management of financial transactions including balancing register monies each shift. |
| 2020 –2021 | <p>Disability Support Worker (casual)
Community Solutions</p> <ul style="list-style-type: none"> • Provided compassionate and sensitive direct care for two individuals with disabilities and complex behaviours, including Autism Spectrum Disorder, Cerebral Palsy and Obsessive Compulsive Disorder. • Assisted with personal care, daily activities and medications. • Implemented positive support plans based on client's individual needs. • Built strong professional relationships with clients and their families. |

TRAINING AND PROFESSIONAL DEVELOPMENT

2023	Mental Health First Aid Course James Cook University
2021	Wheelchairs and Seating Workshop Queensland Health

LICENCES AND CERTIFICATES

- First Aid and CPR
- Working with Children Check Blue Card
- Queensland Open Drivers Licence

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

MEMBERSHIPS

2020 – present	Occupational Therapy Australia, Student Membership
2020 – present	JCU Occupational Therapy Student Society

REFEREES

Ms Caroline Bingley

Senior Occupational Therapist
Townsville Hospital

Phone: (07) 4700 5555

Email: caroline.bingley@health.qld.gov.au

Mr Fitzwilliam Darcy

Manager
XYS Injury Management Services

Phone (07) 4740 8888

Email: Manager@xys.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 get feedback on your application.