

POSTGRADUATE RESUMES

Your ability to gain an interview 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.

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 that 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 promote you to a 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 customising your URL (search **Customise your URL** on LinkedIn).
- Photo, date of birth, marital/parental status and health are not required on your resume.

CAREER STATEMENT or PROFESSIONAL SUMMARY (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

List Tertiary education, including thesis and/or other relevant achievements. Share any prizes, awards and honors. Listing high school information is usually unnecessary at this stage.

MEMBERSHIPS

Include professional memberships.

PRACTICUM AND INDUSTRY EXPERIENCE

Use bullet points to describe your responsibilities and achievements. (Relevant for students who have had placement as part of their degree).

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, for example, list this for transparency.

REFEREES

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

Optional Headings

Volunteering	Key Skills
Special awards	Extra-curricular Activities
Conferences	Professional Development

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 formatting.
- Use bullet points to list your relevant experience and employment history and associated responsibilities and achievements.
- Check and check again for spelling and grammatical errors.
- Check if **Applicant Tracking System (ATS)** 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 Systems – [Can a robot read your resume?](#) to ensure your resume will get through any online screening tools.

Sally Jonas

Townsville, QLD 4811

Phone: 0412345678

Email: sally.jonas@my.jcu.edu.au

LinkedIn: www.linkedin.com/in/sallyjonas2

Tip – ensure your email address reflects a professional image. Customise your LinkedIn URL.

CAREER STATEMENT or PROFESSIONAL SUMMARY

Up to 4 sentences including relevancy to the job description and organisation.

Tip – If you decide to add a Career Statement or Professional Summary, keep it brief. Indicate what personal or professional attributes you can bring to the position and ensure it matches the role you are applying for.

EDUCATION

2021 – Present **Master of Science (Professional)**
James Cook University, Cairns, QLD
Expected completion date: November 2022

Relevant Achievements

- Qualitative and quantitative data collection and
- Presentation atMini Conference for undergraduate science students

Research Project

Examination of in relation to in Northern Queensland

2017 - 2020 **Bachelor of Science (Hons)**
James Cook University, Townsville, QLD
Major: Marine Biology
Honours – List the title of your thesis

Achievements

- GPA: 6.2 (Scale 1-7, 7 being the highest)
- 3rd and 4th year science college representative for representing student response to changes in curriculum

Tip - Only include relevant information. Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.

TRAINING AND PROFESSIONAL DEVELOPMENT

2022 **Communicating with Confidence**
LinkedIn Learning: Online short course in public speaking techniques

2022 **NVivo**: Graduate Research School, JCU, Townsville

2022 **SPSS**: Graduate Research School, JCU, Townsville

2020 **PADI Rescue diving certification** – Restricted Occupational SCUBA to 30m

RESEARCH EXPERIENCE

Current Climate change and potential for adaptation in corals research project

2021 Played a lead role in the Effect of Aquaculture Production on the Great Barrier Reef Research Project. Nominated for an AMSA Allen Award.

2020 Conducted a research project on the effects of plastic bottle litter on marine life and the Great Barrier Reef.

2019 Participated in surveying the effects of cyclones on seagrass meadows research project.

Tips

- The training and professional development listed above are examples only.
- Research is **crucial** – identify the skills the employer/position requires, link them to your experience.
- If specialist science skills are required – identify these and demonstrate your level of expertise.
- All JCU students can improve their skills with free access to [LinkedIn Learning](#) – check it out on the JCU Library website.

Tips

- Focus on highlighting achievements, responsibilities and transferable skills developed that are relevant to **the position and the employer** 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

2021 - Present

Research Assistant

College of Science and Engineering, James Cook University, Townsville

Achievements & Responsibilities

- Responsible for undertaking laboratory process to complete tasks and assignments required for the larger research project
- Reporting of data and analysis within the project
- Overseeing the research team to ensure data validity and reliability

2018 – 2019

Visitor Service Officer – Aquarist/Diver (casual)

Great Barrier Reef Marine Park Authority, Townsville

Achievements & Responsibilities

- Customer service and providing information to visitors when required
- Assisting with laboratory water quality analyses, bioassays, and daily monitoring
- Assisting staff with specimen breeding, feeding and disease control
- SCUBA diving duties

2018 – 2019

Student Mentor (voluntary)

James Cook University Mentor Program

Achievements & Responsibilities

- Coordinated tours on campus in O week for new Science students
- Trained in communication, mentoring and advocacy
- Acted regularly as a support and mentor to 5 new students
- Proactive in suggesting a timetable for mentor staffing of learning centre. The mentor co-coordinator has since implemented this suggestion.

2016 – 2020

Hospitality Worker (casual)

I have worked in a range of hospitality positions to support myself through University. The skills developed in these roles include:

- Responsive and sensitive handling of the public, including customer complaints.
- A reliable ability to stay calm on busy nights
- Excellent problem solving skills developed through trouble shooting in the hospitality industry for over 4 years

2016 – 2017

Retail Assistant (casual)

Cotton On, Townsville

Achievements & Responsibilities

- 6 month period as Assistant Store Manager (prior to full-time University)
- Customer relations and extensive sales experience

PUBLICATIONS

Jonas, S., Thompson, A., Smith, J. Peterson, P., Hills, C., Simpson, C. (2022) *Effects of Aquaculture Production on the Great Barrier Reef*. Reviews in Aquaculture. (In Press)

Jonas, S., & Thompson, A. (2021). *Developing a postgraduate application*. The Australian Journal of Postgraduate Career Information, 30(3), 245-251.

Jonas, S. (2020). *The possible effects of plastic bottle litter on marine life*. Paper presented at the JCU Research Seminar Series, Townsville, Australia.

Tip – Add your name in the footer.

MEMBERSHIPS

2018 – Current Australian Marine Sciences Association (AMSA) Member

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 Thompson

Senior Lecturer - Marine Biology and Aquaculture
James Cook University
Phone: 4700 5555
Email: anne.thompson@jcu.edu.au

Mr Neil Wordsworth

Chief Aquarist
GBRMPA
Phone: 4700 5555
Email: n.wordsworth@gbmpa.gov.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 discuss your job search

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