

# GRADUATE RESUMES

## Education

Your success in gaining an interview for a graduate position or progressing further in the application process, hinges upon the quality of employer.

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

### 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 for transparency.

### REFEREES

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

#### Optional Headings

- |                             |                   |
|-----------------------------|-------------------|
| Professional Development    | Key Skills        |
| Extra-Curricular Activities | Publications      |
| Special Awards              | Volunteering      |
| Community Involvement       | Research Projects |

#### 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 personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required**.

### 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

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 Education**.

Use bullet points to list your professional experience 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,

achievements, range of ages, range of situations (remote, city etc.), special projects undertaken. Try to highlight **different achievements** or skills gained at each school.



# Janice Smith

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## CAREER STATEMENT or PROFESSIONAL SUMMARY

*This is optional.*

## EDUCATION

2019 – present

### **Bachelor of Education (Primary)**

James Cook University, Cairns, QLD

Expected completion date: November 2022

### **Relevant Achievements**

GPA: 5.7 (scale 1-7, 7 being highest)

Participated in Education Queensland conference – awarded best poster for XXXX

2017

### **Year 12 Senior Certificate**

Smithfield State High School, QLD

### **Achievements**

Social Justice Captain, active member of the  
Student Representative Council

## PROFESSIONAL EXPERIENCE

2022

### **Student Teacher, Year 1**

Cairns West State School, May - June (25 days)

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## PROFESSIONAL INVOLVEMENT

2020 - 2022          Member of JCU Education Society

## INTERESTS

Member of Cairns Saints Hockey Club  
Coach for Under 12s Cairns Saints Hockey Team  
Keen traveller – backpacked through Europe independently

## REFEREES

Ms Sally Brown	Ms Jane Taylor
Placement Supervisor	Library Manager
Trinity Beach State School	JCU Library, Cairns Campus
Phone: 07 4042 5555	Phone 07 4055 2222

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