

# GRADUATE RESUMES

## Environmental Science and Management

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.

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. Use professional language (e.g. 'worked out' rather than 'worked out'). Use verbs to describe your skills and employment achievements. See the \_\_\_\_\_ for more examples.

### PLACEMENTS/INDUSTRY EXPERIENCE

Course placements are a great way to gain practical experience in your field. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (government department, small business, large corporation 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.

### 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 language (e.g. 'worked out' rather than 'worked out'). Use verbs to describe your skills and employment achievements. See the \_\_\_\_\_ for more examples.

### 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 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 – \_\_\_\_\_ to ensure your resume will get through any online screening tools.

Name, address/city, 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 (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 Environmental Science and Management**.

### MEMBERSHIPS

Include memberships of professional or industry bodies.



**COURSE PLACEMENTS/RELEVANT**

## CERTIFICATIONS/LICENCES

2022 Australian Federal Police National Criminal History Check  
2021 Queensland Working with Children Check  
2021 Queensland Drivers Licence (Manual)

## COMMUNITY INVOLVEMENT

2020 - 2022 **Team Member and Social Committee Member** - JCU Basketball Team  
2019 **Coach** – Under 10s Team, Cairns Junior Basketball

### Tip

## INTERESTS

Keen traveller – backpacked through South America and Asia  
XXXX

### Tip

## REFEREES

### Dr Anne Smith

Senior Lecturer – Environmental Management  
James Cook University, Cairns  
Phone: XXXX  
Email: XXXX

### Mr Neil Wordsworth

Manager – Yellow Crazy Ant Program  
Wet Tropics Management Authority, Cairns  
Phone: XXXX  
Email: XXXX

*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

**[LinkedIn Learning](#)**: online training to help you develop skills

Make an **[appointment](#)** with the Careers and Employability Team to discuss your job search strategies

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