

GRADUATE RESUMES

Biomedical Science/Clinical Sciences/ Medical Laboratory Science



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.

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 that 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.

There are no set headings for a resume, however, the following headings are commonly included. Decide what headings will 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.
- **Do not** include your photo, date of birth or marital/parental status etc.

PROFESSIONAL PROFILE (Optional)

A Professional Profile (3*nQq0.000008869 0 595.2 841.92 reW*nBT/F4 10.08 Tf1 0 0 1 66.024 381 66.024 naTh-Qq0.000008869)

EMPLOYMENT HISTORY

- 2019 present **Student Mentor** (voluntary)
James Cook University Mentor Program, Townsville
- Responsibilities**
- Coordinate tours on campus in O week for new Medical Laboratory Science students
 - Trained in communication, mentoring and advocacy
 - Act regularly as a support and mentor to 5 new students
- 2019 present **Donor Services Assistant**
Townsville Red Cross Lifeblood
- Responsibilities**
- Provide excellent customer service and warmly welcome donors to the blood service
 - Conduct pre-screening checks, standard interviews and data entry
 - Register donors and booking appointments
 - Blood collection and handling
 - Monitor and support donors during their donation, responding quickly to adverse donor reactions
- 2018 present **Hospitality Worker** (casual)
Cactus Jacks and Jam Corner
- Responsibilities:**
- Provide excellent customer service and sensitively handle customer complaints.
 - Assist in training new staff
 - Perform daily inventory audits and weekly product and supply orders
- 2018 2019 **Retail Assistant** (casual)
City Beach
- Responsibilities**
- 6 month period as Assistant Store Manager (prior to full-time University), including staff supervision, training and complaints resolution
 - Customer relations and extensive sales experience

MEMBERSHIPS

- 2019 present Australian Institute of Medical Scientists
- 2019 present JCU Biomed & MedLab Society (Treasurer)
- Organised and promoted events eg. Employer information session, games nights and end of year ball
 - Fundraising and securing sponsors
 - Mentoring new students

REFEREES

Ms Anne Smith
Senior