

# GRADUATE RESUMES

## Dental Surgery



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. You must follow the application instructions to ensure your application progresses to the next stage.

A role in a public health service may have a different focus from a private hospital or clinic. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths as they relate to each particular organisation and match your skills and abilities to the role you are applying 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's expectations.

Under each heading list experiences in reverse chronological order, most recent experience first.

#### PERSONAL DETAILS

- x Name, address/city, phone and email.
- x LinkedIn – ensure your profile is up to date. Consider personalising your URL (search Customise your URL on LinkedIn Help)
- x Photo, date of birth, marital/parental status and health are not required on your resume.

#### 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 Dental Surgery.

#### MEMBERSHIPS

Include memberships of professional or industry bodies.

#### CLINICAL PLACEMENTS

JCU Dentistry students have more clinical experience than those from other universities. Indicate clearly the number of hours and weeks of clinical experience. Describe your responsibilities, achievements, range of patients treated, range of situations (remote, city etc.). Try to highlight different achievements or skills gained at each placement.

#### 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

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

### Optional Additional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
Community Involvement	Research Projects

### Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Verbs can help you to highlight your skills. See the ['Action Verb'](#) information sheet.

#### Top Tips

- x Emphasise achievements to demonstrate your skills
  - x Check and check again for spelling and grammatical errors.
  - x 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 – [Can a robot read your resume?](#) to ensure your resume will get through any online screening tools.



Jane Smith ston



**Tip** – List any volunteer dental activities e.g. oral health promotion projects, especially when applying for public sector jobs

## COMMUNITY SERVICE

- 2021 - 2022                      Relay for Life , annual breast cancer fundraising event
- x Team leader (2022) and active fundraiser, team successfully raises over \$2000 each year
- 2020 - 2021                      Rosies – Friends on the Street
- x Monthly commitment to help prepare and serve meals for the homeless community in Cairns
- 2019                                  Student Mentor, James Cook University
- x Supported first year Dentistry students settle in and succeed in their transition into university
  - x Trained in communication, mentoring and advocacy

**Tip** – List interests that relate to your work life and give an indication of your personal qualities or abilities e.g. leadership, resilience, teamwork.

## INTERESTS

- x Member of Cairns Tigers Netball club – Captain of Tigers team - open age
- x Coach for the 'under 12s' Tiger netball team
- x Keen traveller – backpacked through South America and Asia

**Tip** – Ask permission before listing a referee. 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 xxx  
Senior Dentist  
Darwin Dental Clinic  
Phone: xxx  
Email: xxx

Dr xxx  
Senior Clinician  
Oral Health Services, Hobart  
Phone: xxx  
Email: xxx

Associate Professor Xxx  
5<sup>th</sup> Year Academic Coordinator  
JCU College of Medicine and Dentistry  
Phone: xxx  
Email: xxx

**Need more help? Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers)** for more resources

- x [Information Sheets](#) : Action Verb List, Can a robot read your Resume?
- x [Employability Edge](#) : Master Written Applications module
- x [Big Interview](#): combine training and practice to improve your interview techniques
- x [LinkedIn Learning](#) : online training to help you develop skills
- x Make an [appointment](#) with the Careers and Employability Team to discuss your job search strategies

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