GRADUATE RESUMES

Business

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 role and the organisation.

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.

Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

Emphasise your strengths as they relate to each particular role and match your skills and abilities to the job 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 listed first.

PERSONAL DETAILS

- 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 Business.**

MEMBERSHIPS

Include memberships of professional bodies**.**

WORK INTEGRATED LEARNING (WIL)

Undertaking a WIL subject is 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 and situations (small business, national organisation, government department etc.) What skills did you learn? What projects did you contribute to?

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

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

- 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 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.

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

CAREER STATEMENT *This is optional.*

***Tip** – If you decide to add a **Career Statement**, 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. Don't just repeat what you have said in your cover letter.*

EDUCATION

2020 – present

Bachelor of Business
James Cook University, Townsville, QLD
Majors: Human Resources and Economics
Expected completion date: November 2022
Full academic transcript can be provided upon request

***Tip** - Include other degrees or qualifications completed prior to the **Bachelor of Business** in this section.*

***Tip** - Only include relevant information. Think about highlights from your course, awards, prizes, projects that make you stand out.*

Relevant Achievements

- GPA: 5.7 (max.7.00)
- Top of year for Economics 2021
- Member of group of three who received the highest grade for research project on new XXXXXXXX initiatives for small business

2019

Certificate III in Business Administration
Barrier Reef TAFE, Townsville, QLD

2018

Year 12 Senior Certificate
Townsville High School, QLD

***Tip** - Include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.*

Achievements

- High achievements in English and Maths
- Active member of the Student Representative Council
- School Representative in Maths Competition

TRAINING AND PROFESSIONAL DEVELOPMENT

2022

Australian Human Resources Institute Virtual Conference
Student Delegate

2020

Speechcraft Course
Toastmasters, Townsville

***Tip** – List relevant conferences, courses, workshops attended. List course provider, title and date*

KEY SKILLS

Communication	Confident and clear communicator, adaptable to various audiences, strengthened through front line customer service roles and providing constructive feedback to students on job applications.
Teamwork	Strong ability to work as part of a team, evidenced by high academic achievements in group work assignments at university and through paid and volunteer positions.
IT Skills	Microsoft Office – advanced Excel skills

Tips

- *The skills listed above are examples only, list skills relevant to the position*
- *Research is **crucial** – you need to identify the skills the employer/position requires and address these*
- *If specialist skills are required – demonstrate your level of expertise*

***Tip** – Allow more space for recent, relevant information and provide less detail as your information becomes less recent/relevant.*

***Tip**: Be specific.*

Instead of this:
Assisted with research.

Try this:
Reviewed 15 articles on the challenges of financing Start-ups and provided briefing to the team.

COURSE PLACEMENT or RELEVANT EXPERIENCE

2022 **Work Integrated Learning Placement - June (120 hours)**
HR Dynamics, Human Resource Consultancy, Townsville

- Received 'excellent' feedback from internship supervisor on achievement of learning outcomes, workplace performance and workplace outputs
- Completed an independent project (describe the project including the ***skills***, ***knowledge*** and ***abilities*** used)
- Applied contemporary HR theories to ….

2021 - 2022 **Summer Internship, Investment Banking Division - December – February (10 weeks)**
Goldman Sachs, International Merchant Bank, Sydney

- Attended induction course including ……
- Completed ……

Tips

- *Focus on highlighting achievements, responsibilities and transferrable 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

2022 **Career Peer Leader, JCU Careers and Employability**
James Cook University, Townsville Campus (Casual)

- Developed three five minute videos using *PowToon* software to promote career resources to JCU students in first, middle and final years
- Provided a drop-in service to JCU students and feedback on cover letters and resumes
- Provided resources and referrals with regards to career direction and interview preparation

2021 - present **Library Assistant, JCU Library**
James Cook University, Townsville Campus (Casual)

- Provided first level support to JCU students on Library resources
- Assisted Library staff with routine tasks including ….

***Tip** – Highlight your achievements, responsibilities and key skills gained.*

2019 - 2020 **Customer Service Team Member**
Officeworks, Townsville (Casual)

- Awarded *Employee of the Month* for best Team Player
- Responded to customer enquiries including returns and special orders
- Participated in product training to ensure correct recommendations

***Tip** – Add your name in the footer.*

VOLUNTEER EXPERIENCE

> ***Tips***
> - *Quantify your experience: how much, how often and how many*
> - *Avoid empty buzzwords*
> - *Use verbs/action words*

Feb - Nov 2022 **Student Mentor Leader - Business**
James Cook University, Townsville

- Coordinated mentor activities for all Bachelor of Business Mentors
- Trained in leadership and communication

Feb - Nov 2021 **Student Mentor**
James Cook University, Townsville

- Supported 15 first year Business students settle in and succeed in their transition into university through *…..(provide details - how did you do this)*
- Trained in communication, mentoring and advocacy

2019 - Nov 2020 **Chair of Social Committee**
Saints Junior Hockey Club, Townsville

- Chaired the 9 person Social Committee and organized a calendar of events for the season
- Increased event attendance by 15% over the season and raised over $XXXX

MEMBERSHIPS

2020 - present **Student Member** of Australian Human Resources Institute

2020 - present **Student Member** of The Economic Society of Australia

2020 - present **Member** of The JCU Business Students Society

> ***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

- Team member of Townsville Saints Hockey Club for 2021/2022 season
- Coach for Under 12s Townsville Saints Hockey Team for 2020/2021 season
- Keen traveller – backpacked through Europe independently

> ***Tips***
> - *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.*
> - *Some employers will require you to complete an application form which includes a list of your Referees. If that is the case you may not need to list them on your resume too.*

REFEREES

Dr XXXXXX
Senior Lecturer
College of Business, Law & Governance
James Cook University
Phone: 07 XXXXXXXX
Email: XXXX

Ms Jane Taylor
Library Manager
Library
James Cook University
Phone 07 XXXXXXXX
Email XXXX

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
- **LinkedIn Learning:** online training to help you develop skills
- Make an **appointment** with the **Careers and Employability Team** to discuss your job search strategies and get feedback on your applications