

CAREER RESUME

Your ability to gain an interview for a position hinges upon the quality of your written application. This is an opportunity to demonstrate that you have the required skills, knowledge, abilities, and qualifications for the position.

It is essential to tailor each resume for each position.

MARKET YOURSELF

Your resume is a marketing tool. This is an opportunity to highlight your unique selling points to an employer.

Tailoring your resume for every job will emphasise your strengths as they relate to each job and match your skills and abilities accordingly. Research the organisation and the position to determine what the employer is looking for.

HEADINGS

There are no set headings for a resume, although there are common headings used. Decide which headings best promote you and order them dependent on your background, experience, and the position requirements. Always list dates and experiences in chronological order – the most recent first!

Personal Details

- Name, address, telephone, email
- LinkedIn URL (ensure your LinkedIn is up to date and hyperlinked)

Education

Current and previous tertiary qualifications with relevant achievements. Only list high school if you are a recent school leaver.

Key Skills

Highlighting 3-4 key skills using sub-headings allows the reader to identify the skills you have and if they are relevant. Ensure you state how you demonstrate each skill in 1-2 lines.

Employment History

State your responsibilities; use dot points to state what your tasks were, ensuring they are relevant and tailored to the position.

Professional or Industry Experience

This section is relevant for students who have had a placement, internship, or industry experience as part of their degree. Use dot points to list your responsibilities, achievements, duties, projects...

Professional Memberships

Include memberships to professional or industry bodies. This highlights your industry currency.

Referees (optional)

Recommended 2 referees – supervisor, manager, or academic if you do not have work related referees. Avoid personal referees. Always obtain their permission first and keep them abreast of the progress.

OPTIONAL HEADINGS

Profile or Career Objective	Publications
Industry Specific Skills	Certificates and Licences
Professional Development	Interests
Voluntary Work	Referees
Co-curricular Activities	

LANGUAGE

Use professional vocabulary and industry language. Take tips from the language used in the job advertisement! Action verbs assist in highlighting your skills e.g. negotiated, finalised, optimised and created

HYPERLINKS

When referring to any online evidence or portfolio ensure to include a simple hyperlink attached to one word – do not include the full URL.

DO

- Thoroughly research the organisation and position to determine what the employer is looking for
- Tailor to the job description using key words
- Be clear, concise, and truthful
- Generally, 2 pages in length
- Use a simple and consistent layout – font, size, bullet points, tab spacing

AVOID

- Spelling and grammatical errors
- Writing jargon/ slang
- Clipart or photographs
- Borders or fancy font
- Writing long paragraphs of text
- Including tables
- Copying a resume sample word for word

SARAH SMITH

Wollongong NSW 2500 0412 345 678 ssmith@uowmail.edu.au

EDUCATION

Bachelor of Nursing <i>University of Wollongong</i>	2017 – Dec 2019
Certificate III in Aged Care – CHC30102 <i>Wollongong TAFE</i>	2018
Higher School Certificate <i>Wollongong High School</i> ATAR: 92.8	2014

KEY SKILLS

High Level Patient Care: Demonstrated in high quality of work with patients with complex needs attested by supervisors at Granny Smith's Aged Care Home.

Analytical and Assessment: Highly competent in comparing assessment finding with what is expected for the condition and include or exclude alternative diagnoses as developed through clinical rotations.

Communication: Able to reflectively listen and communicate both verbally and non - verbally with clients in a manner that ensures confidentiality, privacy, and sensitivity, established through clinical placements.

Teamwork: Effective team skills fostered through volunteer work, including leading Team UOW in the Breast Cancer Walk for Awareness Program.

RELEVANT INDUSTRY EXPERIENCE

Personal Carer **Jan 2016 – Current**
Granny Smith's Aged Care Home

- Regularly assist and support all staff and function in a team to provide care to residents
- Help to shower, bathe and shave patients while supervised by a Registered Nurse
- Apply practical intervention procedures for dementia or behavioural problems
- Observe and report changes in the client's condition or complaints about care to a supervisor
- Assist with rehabilitation exercises and basic treatment and medications
- Perform basic procedures such as taking blood pressure and applying / changing dressings

TIP – Your relevant industry experience is a major selling point. What key tasks were you responsible for and do they align with your key skills?
Did you receive positive feedback?

Consider enrolling in CRLP200 to gain relevant industry experience as you study, prior to graduation:
<https://www.uow.edu.au/careers/wlp/crlp/index.html>

Student name

CLINICAL PLACEMENTS

Wollongong Hospital	Cardiac ward	4 weeks 2019
Bulli Hospital	Peri-operative	4 weeks 2019
St George Hospital	Rehabilitation Unit	2 weeks 2018
Figtree Private Hospital	Orthopaedics	2 weeks 2018
Wollongong Hospital	Emergency Department	3 weeks 2018
Figtree Private Hospital	Paediatrics	3 weeks 2018
Wollongong Hospital	Palliative care unit	2 weeks 2018
St George Hospital	Pain Management Unit	2 weeks 2017

OTHER EMPLOYMENT

Retail Assistant

Dec 2013 - Dec 2015

Bunnings Warehouse, Warrawong

- Product control and stock display in gardening section
- Customer service including planting advice and product selection
- Point of sale including cash, EFTPOS, and credit card sales

TIP – Don't underestimate the value of non-degree related employment. You will have gained valuable skills – the key is to explain how these skills can transfer into the role you are applying for.

PROFESSIONAL MEMBERSHIPS

Student Registration	Nursing and Midwifery Board of Australia	2019
Student Member	Australian Practice Nurses Association	2018

REFEREES

Sally Referee
Manager
Granny Smith's Aged Care Home
02 4296 9696
referee@template.com.au

Bob Referee
Departmental Manager
Bunnings Warehouse Warrawong
02 4298 9898
referee@template.com.au

This is a generalised snapshot into the components of a graduate resume. This template is designed under the assumption that you are looking for degree-related employment such as graduate programs and entry-level work.

This sample resume is intended as a GUIDE ONLY.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

NOTE: Material and information made available through this publication is intended to be used as a guide and to provide general information in summary form. It is solely your responsibility to evaluate and check the accuracy of the information provided.

Remember that you may need to:

- Change the order of headings
- Change the wording of the headings
- Leave out sections that are not relevant to you **or**
- Add new sections that are relevant to you

Employers may also state specifications for job applications, which you should **always** meet. Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

Graduate Career Development and Employability at the University of Wollongong wish to acknowledge sections of this resource have been derived from [James Cook University](#) careers page

NEED MORE HELP?

- [Resume Builder](#) on CareerHub Plus
- [Faculty Specific Resume Examples](#)
- Research the Role: Connect with others in similar roles, find out who hires, why people leave this role, what are the challenges and opportunities of this position through [LinkedIn](#) and [Job Outlook](#)
- Research the Company: what they may be looking for through [CareerHub Plus](#)
- <https://www.uow.edu.au/student/careers/what-can-i-do-with-my-degree/>: for more specific key skills you could tailor to the resume

Student name