GRADUATE RESUMES Business - Accounting



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 <u>essential</u> that you tailor your resume to the position, to increase the fit between you and the job.

Market Yourself

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 which 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.

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. 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.
- Date of birth, marital/parental status and health are **not required**.

CAREER OBJECTIVE (Optional, 2-3 lines)

A Career Objective should only be added to your resume if it has been written to suit the position/organisation you are applying to.

EDUCATION

Tertiary and High school (only list high school if you are a recent school leaver and have relevant achievements to list).

MEMBERSHIPS

Include memberships of professional or industry bodies.

REFEREES

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

JCU Careers and Employment

jcu.edu.au/careers careers@jcu.edu.au TSV: 47814711 CNS: 42321150

WORK INTEGRATED LEARNING

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, range of situations (small practice, government department etc.). What skills did you learn? What projects did you contribute to?

EMPLOYMENT HISTORY

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.

Optional Headings

Professional Development Extra-Curricular Activities Special Awards Key Skills Publications Volunteering

Language

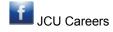
Use professional vocabularly, e.g. 'negotiated', rather than 'worked out'. Verbs/action points can highlight your skills. See the 'Action Verb' Information Sheet for more examples.

Do's

- Thoroughly research the organisation/position to determine what the employer is looking for
- Tailor it to the job description/organisation
- Be clear, concise and truthful
- Maximum 4 pages in length
- Use a simple layout with consistent font/bullets
- Use bullet points to list your employment history responsibilities/achievements

Don'ts

- Have spelling or grammatical errors
- Write jargon/slang
- Include photos or clipart
- Use borders or fancy fonts
- Write long paragraphs
- Include tables
- Copy a resume example ensure the headings suit your own skills and experience. Each person's resume will be different.



Sarah Smith

21 Calbar Place, Smithfield, QLD 4870 Phone: 0411222222 Email: <u>Sarah.Smith2@my.jcu.edu.au</u> LinkedIn: <u>https://au/linkedin.com/in/sarahsmith</u>

knowledge or abilities.

CAREER OBJEC	TIVE This is optional.	Keep it s	cide to add a Career Objective : short, keep it targeted. lue can you bring to the employer?	
EDUCATION			re it matches the role you are	
2014 - present	applying for. Bachelor of Business James Cook University, Townsville, QLD Major: Accounting Expected Date of Completion: November 2016 Full academic transcript can be provided upon request			
	Achievements			
	• GPA: 5.7 (Scale 1-7, 7 being th	e highest)		
	3rd business faculty student rep	presentative on C	ommittee for Curriculum Change	
	 Member of group of three who new marketing initiatives for sm 		est grade for research project on	
2013	Certificate II in Retail Operations Barrier Reef TAFE, Townsville	ir. h	ip - Only include relevant formation. Think about ighlights from your course, ubjects, assignments, projects	
2012	Year 12 Senior Certificate Townsville High School, QLD		hich make you stand out. eep it targeted.	
	Achievements			
	 High achievement in English and Japanese Active member of the Student Representative Council School representative for regional debating team Co-produced short radio play, aired on community radio 			
TRAINING AND PROFESSIONAL DEVELOPMENT				
2014	Australian Institute of Management Conference, Townsville Student participant and committee volunteer			
2014	Speechcraft Toastmasters, Townsville Commended for impromptu class pres	entations	Tip – Allow more space for recent, relevant information and provide less detail as your information becomes	
2013	Occupational Health and Safety Tra Completed at Colorado Clothing Comp		less recent/relevant.	
KEY SKILLS				
Communication:	Highly developed communication skills gained from participating in a Speechcraft course through Toastmasters, hospitality and retail work experience, and university group presentations.			
Teamwork:	Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university and participation in a netball club and role as club treasurer.			
Languages:	Fluent in Japanese		Tip – Don't just list your skills – you need to relate them to your experience ,	

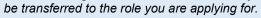
COURSE PLACEMENT

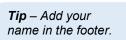
2016	PriceWaterhouseCoopers, Townsville, May - June (4 weeks)		
	 Worked in a project group developing a business plan for a local sporting event. Applied well developed analytical skills to the projects - skills evidenced by strong grades in academic research assessments. 		
	• Presented the proposal to the committee on behalf of the group.		
2014	WiseDesign, Brisbane, September - October (6 weeks)		
	 Developed a business proposal for financing a new web-based product. Presented the proposal to Senior Management resulting in the proposal being used by the company in their marketing campaign. 		

Tip – Your relevant experience is a major selling point. How did you contribute to the organisation? What skills did you use/improve/gain? Did you receive positive feedback?

EMPLOYMENT HISTORY

Feb – June 201	6 Career Peer Leader JCU Careers and Employment, Townsville
	 Achievements and Responsibilities Provided one-to-one support and feedback on cover letters, resumes and LinkedIn profiles to current JCU Students at two drop-in sessions per week. Researched current styles and content for course specific resumes.
2014 – present	Student Mentor (voluntary) James Cook University Mentor Program, Townsville
	 Achievements and Responsibilities Coordinated tours on campus in O week for new Business/Accounting students. Trained in communication, mentoring and advocacy. Act regularly as a support and mentor to 5 new students.
2013 – present	Retail Assistant (casual) Colorado Clothing Company
	 Achievements and Responsibilities 6 month period as Assistant Store Manager (prior to full-time University). Customer relations and extensive sales experience. Created visual displays and merchandising.
	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





EMPLOYMENT HISTORY continued

2014 – 2016

Hospitality worker (casual)

I have worked in a range of hospitality positions, to support myself through University. The skills developed in these roles include:

- Responsive and sensitive handling of the public, including customer complaints.
 Management of financial transactions including balancing register monies each
- shift.
- A reliable ability to stay calm on busy nights.
- The capacity to motivate other team members.
- Excellent problem solving skills developed through trouble shooting in the hospitality industry over the past 3 years.

MEMBERSHIPS

2014 – present	Student Member of Chartered Accountants Institute of Australia and New Zealand
2014 – present	Member of JCU Business Student's Society

COMMUNITY INVOLVEMENT

2014 – present Team member and treasurer of JCU Netball Club

REFEREES

Dr Anne Smith Senior Lecturer - School of Advanced Study James Cook University Phone: (07) 4700 5555 Email: Anne.Smith@jcu.edu.au Mr Neil Wordsworth Retail Manager Colorado Clothing Company Phone: (07) 4700 5555 Email: Manager@colorado.com.au

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

Resources include Bright, J., & Earl, J. (2004). Resumes that get shortlisted; Proven strategies to get the job you want.