

GRADUATE RESUMES

Arts and Social Science



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.



Ben Thomason

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CAREER STATEMENT or PROFESSIONAL SUMMARY (*Optional*):

I am a self-motivated and adaptable arts student with two years' experience in research, writing and administration roles in the public sector.

EDUCATION

2019 – present

Bachelor of Arts (Honours)

James Cook University, Cairns, QLD

Majors: History and English

Expected completion date: November 2022

Relevant Achievements

- GPA: 5.7 (scale 1-7, 7 being highest)
- Obtained Distinction grades for (*add relevant subjects*)
- Member of winning team in the 2nd year Living History Competition
- Organised Mini Conference for 3rd year students **d ce rdained Distinction**

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INTERNSHIP

Feb - Oct 2021

Research Assistant – Cairns Institute, JCU Cairns Campus

Assisted Dr XXXX one day per week, on the XXXXX project.

- Participated in project briefings with the team
- Conducted desk-top research into XXXXX and presented results in an infographic
- Provided support using XXXX software to newly arrived international researchers

VOLUNTEER EXPERIENCE

Feb 2022

Event Volunteer – TedX Conference, JCU Cairns Campus

- Set up and supervised registration desk for the event
- Participated in team briefings and event evaluation

2021 - 2022

Volunteer, Cairns Historical Society Museum

- Provided training in family history research at a weekly class
- Presented tours of the museum to small groups of t

Tip

INTERESTS

- Member of Cairns Saints Hockey Club
- Coach for Under 12s Cairns Saints Hockey Team
- Keen traveller – backpacked through Europe independently

CERTIFICATIONS/LICENSES

- Queensland 'C' Class Driver's licence (manual)
- First Aid Certificate

Tip

Tip

REFEREES

Dr XXXXXX
Researcher
The Cairns Institute, JCU Cairns
Phone: 07 4232 5555
Email: XXXX

Ms/Mr/Dr XXXXXX
Library Manager
JCU Library, Cairns Campus
Phone 07 4232 2222
Email XXXX

NOTE: This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.