

Use this opportunity to describe your responsibilities, achievements, range of situations (remote, city etc.) and special projects undertaken. Try to highlight different achievements or skills gained at each placement. What skills did you learn? What projects did you contribute to?

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.

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

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

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

- 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.
- Photo, date of birth, marital/parental status and health are not required.

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

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

Include memberships of professional or industry bodies.

*This is optional.*

2019 – current

James Cook University, Townsville, QLD  
Expected Date of Completion: November 2023

- GPA: 6.2 (scale 1-7, 7 being highest)
- St Mark's College Award for Outstanding Academic Results (2018, 2019)
- Member of a team of 4 students representing JCU at 2019 AVA Annual Conference

2018

Pimlico State High School, QLD

- ATAR 90
- High School Captain
- Dux of Year 12 for Biology and Chemistry

2022

James Cook University

2021

Equine Veterinarians Australia

2021

– James Cook University

2020

Webinar – Royal Canin American Veterinary  
Dental Society Online Dental Education Course.

Jan 2022

- Conducted patient appointments including diagnosis and treatment of small and large domestic and farm animals




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**Need more help? Go to \_\_\_\_\_ for more resources**

- \_\_\_\_\_: Action Verb List, Can a robot read your Resume?
- \_\_\_\_\_: Master Written Applications module
- \_\_\_\_\_: combine training and practice to improve your interview techniques
- Make an \_\_\_\_\_ with the Careers and Employability Team to get feedback on your application.



*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.*