

# GRADUATE RESUMES

## Information Technology





## COURSE PLACEMENTS

Feb April 2023

### **Queensland Health, Townsville Hospital and Health Service (8 weeks)**

Assisted with internal customer service requests, helpdesk, troubleshooting and providing technical advice

Assisted with planned upgrades to existing systems, server and commercial software

Worked in the Business Improvement Unit assisting with creating reports and data extraction

June 2022

### **Brilliant Computer Solutions, Townsville (4 weeks)**

Successfully completed professional experience placement with a local company who specialise in sales, networking and maintenance for small and medium businesses

Participated in client consultations with the Senior Technician, Networking Team

Researched software products for inclusion in Tender Submission

## PROFESSIONAL INVOLVEMENT

2022 present

Student Member of Australian Computer Society

2022 present

Regular attendee at local CPD events (Dive into Digital)

## EMPLOYMENT HISTORY

**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

Founding Member of JCU Gaming Club  
Keen traveller independently travelled through Cambodia and Thailand

**Tip** Request permission before listing referees. 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.

## REFEREES

**Mr/Ms/Dr XXXXXX**  
Business Owner  
Brilliant Computer Solutions  
Phone: 07 XXXX XXXX  
Email: XXXX

**Mr/Ms/Dr XXXXXX**  
Senior Lecturer  
James Cook University  
Phone: 07 XXXX XXXX  
Email: XXXX

**Need more help? Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers) for more resources**

**[Career and Job Search Information](#)**: 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 **JCU Careers and Employability Team** for feedback on your job application.