

# GRADUATE RESUMES

## Psychological Science



### RELEVANT EXPERIENCE

#### Tailor your resume

essential  
tailor your resume for every job application

must

#### Headings

#### PERSONAL DETAILS

X  
X

Customise your URL ( )

X /  
not required .

#### CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional, 2 -3 lines)

#### EDUCATION

(  
)  
Bachelor of  
Psychological Science.

#### MEMBERSHIPS





EXPERIENCE

2021

Administration Officer/Receptionist (Part -time)

X

X

X

X

X

.1 ( ) 15.3

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

x :  
x : 12  
x

CERTIFICATIONS/LICENSES

x ( )  
x  
x ( )

Tip – Some roles will require a Driver's Licence – check the position description.

Tip – 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

Mr/Ms/Dr XXXXXX

: 07 4747 8811  
:

: 07 4740 5555  
:

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

- x [Information Sheets](#) : , ?
- x [Employability Edge](#) :
- x [Big Interview](#):
- x [appointment](#)

**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.