

GRADUATE RESUMES

Marine 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.

Tailor your resume

Your resume is a marketing tool. It is essential that you tailor your resume for every job application to increase the fit between you, the job and the employer.

Thoroughly research the organisation and the position to determine what the employer is looking for. You must follow the application instructions to ensure your application progresses to the next stage.

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CAREER STATEMENT or PROFILE

This is optional.

EDUCATION

2020 - present

Bachelor of Marine Science
James Cook University, Townsville, QLD
Expected Date of Completion: November 2022

Achievements and Relevant Subjects

x Grade Point Average: 6.1 (max)

CERTIFICATIONS/LICENCES

Current	CPR Refresher St John Ambulance Australia
Current	Provide First Aid Plus+ St John Ambulance Australia
Current	PADI Dive Master 200+ dives (including Great Barrier Reef, West Coast of Scotland)
Current	Queensland Open Drivers Licence (Manual)
Current	Queensland Marine Licence

MEMBERSHIPS

2020 – present	Student Member – Australian Coral Reef Society Student Member – Institute of Marine Engineering, Science and Technology
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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?

RELEVANT EXPERIENCE

2022	Self-sourced Internship JCU Orpheus Island Research Station, June - July (100 hours) <ul style="list-style-type: none">x Administered Volunteer Survey and analysed results and presented to Management Committee for future planningx Conducted safety briefing for groups of volunteers – total 50 peoplex Recorded all debris collected on XXXX software to compare to previous yearsx Assisted Annual Island Clean-upx
2021	JCU PhD Student – Research Assistant, January - February (20 hours) <ul style="list-style-type: none">x Assisted a JCU PhD student with his research project – title of projectx Collected water samples from designated waterways and analysed and recorded the results using XXXXX software, in accordance with required procedures over a 5 day periodx
2020/2021	Cairns Turtle Rehabilitation Centre, Fitzroy Island, Cairns, Dec – Jan (80 hours) <ul style="list-style-type: none">x Assisted with weed removal and pest eradication at the world renowned research facilityx Updated the volunteer feedback/evaluation documents

EMPLOYMENT HISTORY

2020 – present	Tour Guide/Animal Carer (casual) Reef HQ, Great Barrier Reef Aquarium, Townsville <ul style="list-style-type: none">x Leading tours of up to 40 school children through the Aquarium exhibitx Providing an educational experience for a wide variety of age groupsx Preparation of food for a variety of marine animals using high level hygiene practices and record keepingx Undertook routine cleaning and maintenance of the exhibit
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Tips

- x Focus on highlighting achievements, responsibilities and transferrable skills developed that are relevant to Marine Science and which indicate your capacity as a future employee.
- x Commence each description with an action word (verb).
- x Don't just list the duties from your Position Description.
- x Make a clear connection to the job you are applying for
- x Identify complexity and achievements in each statement.

EMPLOYMENT HISTORY continued

- 2018 – 2019 Team Member, (casual)
Hungry Jacks, Cairns
- x Successfully completed all modules in the Hungry Jacks Crew Training Program
 - x Excellence in Customer Service Award Recipient – September, 2018

COMMUNITY INVOLVEMENT

- 2021 Committee Member – JCU Dive Club
- 2019 - 2020 Team Member and Social Committee Member - JCU Basketball Team

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 Photography/Video Production – underwater
- x Travel – backpacked through Asia for three months

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

Dr Anne Smith
Senior Lecturer – Marine Science
James Cook University
Phone: XXXX
Email: XXXX

Mr Neil Wordsworth
Manager
JCU Orpheus Island Research Station
Phone: XXXX
Email: XXXX

Need more help? Go to www.jcu.edu.au/careers for more resources

- x [Information Sheets](#) : Action Verb List, Can a robot read your Resume?
- x [Employability Edge](#) : Master Written Applications module
- x [Big Interview](#): combine training and practice to improve your interview techniques
- x [LinkedIn Learning](#) : online training to help you develop skills – free to JCU students
- x Make an [appointment](#) with the Careers and Employability Team to discuss your job search strategies

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