

# UniSQ Resume Template

## HDR for Industry Resume (2-3 pages)

Ensure your email is professional and LinkedIn URL is personalised. Personal information such as marital status, DOB, ethnicity or photographs NOT required.

Career Profiles connect all the information in your resume together. They demonstrate authenticity, personality, key motivations and point of difference to stand out in applicant pool. Avoid academic jargon that could confuse, intimidate or alienate industry employers.

Include a reverse-chronological list of your relevant qualifications. Keep the details simple. Employers may be interested in your thesis topic, but no further details required unless asked.

Include a reverse-chronological list of your key employment experience. Ensure duties AND achievements are included, are relevant to the position you are applying for and demonstrate the skills you claim you have.

Technical skills are role or industry specific, such as software platforms, knowledge of legislation or policy, or understanding of a certain procedure. Ensure you address as many of the technical skills listed in the job ad as possible. Where possible, try to translate your Research experience into industry-valued skills.

Professional skills are those that can transfer between roles, industries and careers, such as teamwork, initiative, problem solving, etc. Ensure you address as many of the skills demanded in the job ad as possible, and provide authentic, real-life examples for each. Where possible, try to translate your Research experience into industry-valued skills.

Whether your professional membership is mandatory or voluntary, including this information strengthens your alignment with your industry and your employability.

Include a simple list of all relevant training, professional development, and additional certifications that strengthen your employability and offer a point of difference. Additional training demonstrates willingness to learn, initiative, and curiosity.

Community engagement activities demonstrate a willingness to go above and beyond, are a point of difference, and demonstrate a number of professional skills.

List at least 2-3 professional or academic referees who can attest to your work ethic.

### First name Last name

Career stage (e.g., PhD Qualified Mechanical Engineer) | email@email.com | 0400 111 222 | LinkedIn

### Career Profile

An introduction of yourself, current career stage, and point of difference.

Highlight key values, strengths, skills, interests, experiences and/or achievements, and how these apply to the position.

Outline of your short and/or long term goals, and how these apply to the position.

### Education

#### University of Southern Queensland 2025

Completed Ph.D. in Mechanical Engineering (Thermomechanical Behaviour)

#### University of ABC 2018

Completed Master of XYZ (Specialisation)

#### University of ABC 2010

Completed Bachelor of XYZ (Major)

### Employment Experience

#### Business Name | Role Title

- 2-3 duties in dot-point, starting with action word (e.g., Maintained inventory of...)
- Achievements: Example...

### Technical Skills

- Skill 1

### Professional Skills

- **Skill 1** | Example in one-sentence STAR format (Situation (where were you?), Task (what did you have to do), Action (how did you do it), Result (what was the positive outcome)). Tailor list of skills to the position.

### Professional Membership

- Organisation - Membership Type - Membership Number

### Training, Development & Certifications

- Year | Professional Development or Training title
- Year | Certificate Title & Organisation

### Awards, Volunteer & Extra Curricular Activity

- 2025 Swimming Regional Championships

### References

Name

Position, company

Relationship (e.g., past supervisor)

Contact Phone

Contact Email