

UniSQ Resume Template

Graduate 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..

Include a reverse-chronological list of your relevant qualifications.

Include a reverse-chronological list of your key employment experience. Ensure duties 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 topic. Ensure you address as many of the technical skills listed in the job ad as possible.

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.

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

Include 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., Bachelor of Business Graduate) | 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

Graduate - Bachelor of ABC

GPA 6.0 | Deans Commendation for High Achievement

Standard State High School 2021

ATAR 85

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