

GRADUATE RESUMES

Geology

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.

A role in the public sector may have a different focus from a private company. Your resume layout/style may vary according to the sector you are applying to.

Emphasise your strengths, achievements, skills and abilities as they relate to each particular job you are applying for.

Reflect on your past study and work experiences, extracting points that could help to sell yourself to an employer.

Headings

There are no set headings for a resume, although the following headings are commonly included. Decide what headings best match you to the prospective employer's expectations.

Under each heading list experiences in reverse chronological order, most recent experience listed first.

PERSONAL DETAILS

- Name, address/city, phone and email.
- LinkedIn – ensure your profile is up to date. Consider personalising your URL (search **Customise your URL** on LinkedIn)
- Photo, date of birth, marital/parental status and health are **not required** on your resume.

PROFILE (Optional, 3-4 Sentences)

This is a snapshot of your key skills and experience, and career aspirations and/or interests that align with the role/organisation.

EDUCATION

Tertiary, high school (only list high school if you are a recent school leaver and have relevant achievements to list) and other relevant training qualifications. Begin with your **Bachelor of Geology**.

MEMBERSHIPS

Include memberships of professional or industry bodies.

PLACEMENT OR VACATION PROGRAM

Getting practical experience in your field during your studies is a great way to gain skills and experience. Make the most of this when preparing your resume. Consider how you can describe your responsibilities, achievements, range of duties, range of situations (government department, small business, large corporation, remote location etc.) What skills did you learn? What projects did you contribute to?

EXPERIENCE OR EMPLOYMENT HISTORY

Begin with most recent. Use bullet points to list your responsibilities and achievements for each role - tailor these to the position. Remember to highlight how your skills and experience could be transferred to a graduate role. Do not leave gaps in your resume. If you travelled or cared for a family member for 6 months list this for transparency.

REFEREES

Supervisor/Manager/Academic. Avoid personal referees. (Usually 2 to 3 people)

Optional Headings

Professional Development	Key Skills
Extra-Curricular Activities	Publications
Special Awards	Volunteer Work
Community Involvement	Research Projects

Language

Use professional vocabulary, e.g. 'negotiated', rather than 'worked out'. Use verbs to describe your skills and employment achievements. See the [Action Verb Information Sheet](#) for more examples.

Top Tips

- Emphasise achievements to demonstrate your capacity.
- Be clear, concise and truthful.
- Check page requirements if identified by the employer.
- Use a simple, professional layout with consistent formatting.
- Use bullet points to list your placement and employment history and associated responsibilities and achievements.
- Check and check again for errors.
- Check if **applicant tracking system software** is being used to short list resumes and modify layout if so. Online screening software may not read photos, clipart, tables, fancy fonts, borders.

John Ritchie

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LinkedIn: www.linkedin.com/in/johnwritchie

Tip – ensure your email address reflects a professional image.

PROFILE *(This is optional)*

Recent Geology graduate with strong fieldwork, analytical, and GIS skills, seeking an entry-level geoscientist or environmental technician position. Passionate about earth processes, natural resource exploration, and sustainability, with hands-on experience in geologic mapping and sample analysis.

Tip – If you decide to add a Profile, keep it to 3-4 sentences. Highlight your key skills and relevant experience, and consider mentioning your career goals or interests that align with the role or organisation.

EDUCATION

2023 - Present

Bachelor of Geology

James Cook University, Townsville, QLD
Expected Date of Completion: November 2025

Achievements

- Grade Point Average: 5.9 (Scale 1-7, 7 being the highest)
- Distinction for research project – *(Title of project)*
- Subject Prize for third year subject – Geological Mapping
- Awarded AusIMM bursary to attend World Gold Conference

2022

Year 12 Senior Certificate

Cairns State High School, QLD

Achievements

- ATAR: 88
- Active member of the Student Representative Council

Tip – Only include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.

TRAINING AND PROFESSIONAL DEVELOPMENT

2025

Student Delegate

World Gold Conference, Perth, WA

2024

PMASUP236 Operate Vehicles in the Field RIIVFH305E Operate and Maintain a 4WD Vehicle

Advanced Driving Training Centre, Townsville

KEY SKILLS

- **Field & Lab:** Geologic mapping, soil and rock sampling, core logging, petrographic microscope, stratigraphic sectioning
- **Technical:** ArcGIS, QGIS, RockWorks, Microsoft Excel and Word, MATLAB

PLACEMENTS

2021 – 2022

Glencore, Mt Isa Mines, Dec - Jan (12 weeks)

- Assisted exploration and mine geology teams in daily field and underground activities
- Logged and sampled diamond drill core, including lithology, structure, and alteration features
- Contributed to geological mapping and updating of cross-sections and 3D models
- Used Micromine to input data and generate geological interpretations
- Participated in safety meetings, site inductions, and hazard reporting in line with Glencore's safety standards

2021 **Research Assistant**, June – July (40 hours)
James Cook University PhD Student

- Assisted a JCU PhD student with his research project (***Title of Project***)
- Assisted with planning for a 7-day field trip to a remote, disused mine site
- Undertook risk evaluation and mitigation review for the field trip

EXPERIENCE

2024 – present **Administration Officer** (part-time)
Queensland Department of Environment and Science, Townsville

- Provided administrative support to the Minerals Team (8 Geologists)
- Coordinated travel arrangements and procurement of field trip supplies
- Maintained and updated the XYZ register, ensuring accuracy and compliance

2022 – 2023 **Retail Assistant**, (casual – summer vacation role)
Yuruga Native Nursery, Atherton

- Preparation of potting media and planting of budding and grafted root stock
- Applied pesticides to control pests, diseases, weeds and nutritional plant disorders
- Maintained records of soil mixtures, plantings, treatments, losses and yields
- Assisted customers in appropriate plant selection

MEMBERSHIPS

2023 – present **Student Member** – AusIMM

CERTIFICATIONS

2024 Provide First Aid Plus+ - St John Ambulance Australia

2024 Mining Industry Generic Induction

COMMUNITY INVOLVEMENT

2021 - 2022 **Team Member and Social Committee Member** - JCU Basketball Team

2020 **Coach** – Under 10s Team, Townsville Junior Basketball

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

- Coach for the 'Under 12s' Tiger hockey team
- Keen traveller – backpacked through South America and Asia for 3 months

REFEREES

Dr Anne Smith
Senior Lecturer – Environmental Management
James Cook University
Phone: XXXX
Email: XXXX

Mr Bill Smith
Administration Supervisor
Queensland Department of Environment and Science
Phone: XXXX
Email: XXXX

***If preferred you can wait to supply your Referee details and write 'Available on request' – unless they are specifically asked for in the job advertisement.**