

## YOUR NAME

Phone Numbers  
Email address

### CAREER OVERVIEW or PROFESSIONAL SUMMARY

3 – 4 sentences which provide brief information about your previous and current experience. For example;

A highly ***motivated health professional*** with experience in academic, hospital and government settings. Currently undertaking a PhD program of research in a clinical practice setting. ***Seeking an academic position*** in which I can use my applied and theoretical knowledge to facilitate students' understanding.

### Key Professional Skills

This can be a sub-heading of above and should reflect the skill set applicable to the position). List 5 – 6 dot points.

- Communicating complex information in an easily understandable manner
- High level laboratory skills including experience using....
- Excellent critical analysis skills with high attention to detail

### EDUCATIONAL HISTORY

Use reverse chronological order – most recent first.

#### Doctor of Philosophy

Year

School or Research Institute, Queensland University of Technology

Thesis Title: *"In italics"*

Optional information

- Names of supervisors
- Brief synopsis of research and important practical implications
- Expected completion date
- Outcomes e.g., 3 peer reviewed journal articles and conference presentations

#### Previous Degree title/s in full

Year

Name of institution/s

Optional information - special interest areas or subjects (if specifically relevant to role)

---

### ACADEMIC AWARDS/ACHIEVEMENTS (if not included in above section)

Title of award – e.g., Deans Scholar awarded for GPA above 5

Year

## EMPLOYMENT or CAREER HISTORY

**Job Title** Year  
*Employer*

- 5 – 6 dot-points briefly describing responsibilities and skills demonstrated

This section can be broken into sub-sections to help with grouping information. Use reverse chronological order (most recent first) within each section.

### Academic Experience

**Tutor/ Lecturer/Unit Coordinator** Year  
*Name of School/ Faculty/Institute*

- Year level of subject, subject matter
- Responsibilities or skills demonstrated e.g.,
  - Objectively marking assignments according to marking criteria
  - Effective communication to present complex information
- Teaching evaluation score/s (if possible)

**Research Assistant** Year  
*Employer*

- Project title
- Responsibilities or skills demonstrated e.g.,
  - Analysing data using qualitative and quantitative methods
  - High level written communication to effectively prepare reports for industry partner

### Industry Experience

**Laboratory Supervisor** Year  
*Employer*

- Managing and organising a team of 8 biotechnicians
- Ensuring effective implementation of Occupational Health and Safety procedures

---

## RESEARCH GRANTS (if you have applied for your own)

**Name of grant e.g., Australian Rotary Mental Health Research Grant** Year  
Research team e.g., **Mary Smith**; Professor Peter Brown

This is an example postgraduate resume prepared by QUT Careers & Employment. You are able to vary the resume by re-ordering information to suit your situation and by using borders, margins, different fonts etc.

Amount \$3,000

*Title of Project –*

Brief overview of project including responsibilities and skills developed

Achievements/Outcomes

- Grant completed on time and within budget
- Final report approved for external distribution
- 2 publications in peer reviewed journals under review

---

## **PUBLICATIONS**

Use sub-headings to organise into categories of type of publication or research area

Examples of types of publications are

**Book chapters**

**Journal publications – refereed**

**Journal publications – unrefereed**

**Manuscripts under review**

**Manuscripts in preparation**

**Conference proceedings – refereed**

**Conference proceedings – unrefereed**

**Reports**

Cite as per your discipline area.

List in reverse chronological order – most recent first.

**Bold your name** especially when not first author

Include publication status (e.g., publication date, in press, submitted for review)  
and impact factor or SCImago ranking, and/or number of times cited.

If you are limited in the number of publications you are able to list, include your most highly regarded publications/journals. You may be able to attach an appendix with all publications or state additional publication information available upon request. Consider presenting your publications in the referencing format appropriate to where you are applying (e.g., APA format, Harvard etc).

---

## **CONFERENCE PRESENTATIONS**

You can use sub-headings to break into national and international conferences; invited conference presentations.

Cite as per your discipline area. Usually include

Name of conference, year, title and type of presentation, authorship listing

This is an example postgraduate resume prepared by QUT Careers & Employment. You are able to vary the resume by re-ordering information to suit your situation and by using borders, margins, different fonts etc.

---

## UNIVERSITY SERVICE (this could also go under employment history)

This is anything that brings (positive) attention to QUT. For example media releases/articles, committee involvement, conference involvement, chairing a conference stream etc.

### *Academic Leadership*

<b>Committee member</b> , QUT Institute for Biomedical Innovation	2014 - current
• A key point of your involvement	

### *Professional Leadership*

<b>Stream Chair</b> , Australasian Conference of Applied Science	April, 2014
• A key point of your involvement	

---

## AWARDS AND RECOGNITION

Fellow, UK Higher Education Academy	2015 - current
Winner, QUT Three Minute Thesis completion	2015

---

## PROFESSIONAL MEMBERSHIPS

(depending on your discipline and the job you are applying for. This could also go under external university service)

Name of association – Membership status e.g., student member	Year
--	------

---

## REFEREES – this always appears last on your resume and is a requirement.

List 3 appropriately qualified referees i.e., they can talk knowledgeably about your work performance. Include your current supervisor and a previous employer if possible. Make sure you have asked your referees for permission to list their details and that they will be available for contact.

Provide the following details

Name of referee  
Position  
Organisation

Phone number  
Email

This is an example postgraduate resume prepared by QUT Careers & Employment. You are able to vary the resume by re-ordering information to suit your situation and by using borders, margins, different fonts etc.