

RESUME

Name
Address.
Phone Numbers
Email address

CAREER SUMMARY

List relevant career and educational highlights and link skills you have developed to the role you are applying for

EDUCATIONAL HISTORY

Year commenced – present

Degree
School
Queensland University of Technology
Thesis Title: *"In italics"*
Expected completion date

List specific skills e.g.,
Advanced laboratory techniques
Proficient using statistical analysis packages e.g., SPSS

Previous degree end date

Degree
School
Queensland University

Highlights e.g.,
Research topic
GPA if >5
Special interest areas/ subjects for which a distinction or higher was awarded

AWARDS/ACHIEVEMENTS

Year awarded

Title of award – e.g., PhD scholarship

PROFESSIONAL MEMBERSHIPS

(depending on your discipline and the job you are applying for. Sometimes this might go at the end)

Year joined

Name of organisation

ACADEMIC EMPLOYMENT HISTORY

Example headings

Tutoring

Guest Lectures

Research Assistant

Year/s

Subject name – level of student e.g., 1st year, 3rd year

School

Teaching evaluation score (out of possible 5)

Skills/Responsibilities

Reverse chronological order

RESEARCH GRANTS

Year awarded

Name of grant

Amount

Title

Achievements/Outcomes

PUBLICATIONS

Example headings:

Book chapters

Journal publications – refereed

Journal publications – unrefereed

Conference proceedings – refereed

Conference proceedings – unrefereed

Reports

Cite as per your discipline area. Include status (e.g., publication date, in press, submitted for review) and impact factor.

List in reverse chronological order. Bold your name especially when not first author.

CONFERENCE PRESENTATIONS

International

National

Cite as per your discipline area.

OTHER PROFESSIONAL WORK HISTORY (this could be here or after academic work history)

Year/s

Position name
Organisation

Skills/Responsibilities

Reverse chronological order

HOBBIES AND INTERESTS

REFEREES

MEDIA EXPERIENCE (as an attachment if relevant)

Recorded Television Interviews

Live radio interviews

Recorded radio interview

Newspaper journalist interviews