

## Creating your Resume/ CV

Your Resume and CV are documents used to outline your career history, skills and abilities. The difference between a Resume and a CV can be summarised as follows;

**Resume:** A summary of your career experience and other relevant information that supports or demonstrates your suitability for the job or position that you are applying for. It is more custom made and is normally no more than one to two pages.

**CV:** Is a more detailed and lengthy document outlining your full working history in chronological order (starting with your most recent and not going back further than 10 years). This includes your education and academic qualifications and achievements (such as any publications, research experience, presentations, awards). It's generally a static document where the information does not really change.

A yellow sticky note with a red pushpin at the top right corner. The text on the note is written in black marker.

### Relevant experience:

- Paid Employment
- Volunteering
- Community work
- Sport /Music
- Other

The key to a good resume/CV is to demonstrate how you have gained your skills and how well your skills and abilities match the requirements of the advertised job or position.

### Check the following items when reviewing your Resume/CV

- No Spelling or grammatical errors
- Presentation is professional and easy to read
- Formatting is uniform throughout the document
- Font is uniform throughout the document
- Be able to explain and talk about everything on your resume. Be honest.
- Avoid jargon, only use abbreviations that are widely understood.
- Education and Experience are in reverse chronological order
- Make sure that headings and paragraphs are not split over different pages
- Targeted to the position you are applying for
- Demonstration of skills is thorough and has depth – using the STAR method
  - Situation or Task
  - Action that you took
  - Results from your actions
- Footer with name and page number
- Your name and contact details are easy to find
- Headings are in an order that makes sense

A template and sample resume/CV is provided in the following pages, along with a place to draft your resume.

Please note these are samples only and you will need to tailor the information in your resume for the targeted job or position you are applying for and demonstrate your specific skills and career experience to match.

# YOUR NAME

# Template

YOU ARE QUALIFIED AS?

Address

– Mobile:

Phone:

– Email:

## CAREER OBJECTIVES

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A brief objective or career goal can be included here.

## KEY SKILLS AND ATTRIBUTES

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- This is where you can include competency statements that differentiate you from the other candidates.
- Be very selective about which key attributes and skills you include here, match them to what the employer is looking for in the successful candidate.
- Make sure it is a brief sentence that demonstrates your skill or attribute well.

## EDUCATION

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**Name of University/  
TAFE**

2011 – 2014

**Name of the Degree / Qulification**  
(Specialisations)

**Key Study Areas:**

Include key study areas relevant to the position description

**Key achievements:** Identify any High grade averages, awards or other distinctions.

**Name of School/  
institution**

2005 – 2010

**VCE**

Biology, Science, Math's Methods, English, Physiology

## CREDENTIALS

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- Medical Radiation Practitioners Board registration #:
- Victorian Radiation Use Licence #:
- ANZSNM accreditation #:
- Working with Children Check:
- Drivers Licence Victoria #: ( only if applicable to the job)

## CERTIFICATIONS

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- Additional certifications such as First Aid or other professionally related certificates
- For example - Manual handling, WHS

## EXPERIENCE –

## NUCLEAR MEDICINE

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**COMPANY NAME**

Date from – Date to

**JOB TITLE – Include Internships and Employment**

**Responsibilities:**

- What were you responsible for in your position.
- Include key dot points that are relevant to the position you are applying for.
- 

**Key achievements:**

- Dot points about what you achieved in this position, not a repeat of the job description. Achievements above and beyond what is expected of you.
- 
-

## EXPERIENCE – OTHER

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### COMPANY NAME

Date from – Date to

### JOB TITLE

#### Responsibilities:

- What were you responsible for in your position.
- Include key dot points that are relevant to the position you are applying for.
- 

#### Key achievements:

- Dot points about what you achieved in this position, not a repeat of the job description.
- 
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## NUCLEAR MEDICINE CLINICAL PLACEMENTS

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Date from – Date to

NAME OF COMPANY YOU CARRIED OUT YOUR PLACEMENT

Date from – Date to

NAME OF COMPANY YOU CARRIED OUT YOUR PLACEMENT

Date from – Date to

NAME OF COMPANY YOU CARRIED OUT YOUR PLACEMENT

## PROFESSIONAL ACTIVITIES

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Date

SOCIETIES OR MEMBERSHIPS

Date

SOCIETIES OR MEMBERSHIPS

## PRESENTATIONS

---

Date

**Type:** Oral presentation / poster

**Title:**

**Venue:**

## OTHER INTERESTS

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- List things that can differentiate you from the other candidates and that you may wish to elaborate on further in interview. Only list interests that will support your application.
- 
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## PROFESSIONAL REFEREES

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Name of Referee

Name of Referee

Name of Referee

Job Title

Job Title

Job Title

Company Name

Company Name

Company Name

Ph:

Ph:

Ph:

Email:

Email:

Email:

# MARYANNE ANDREWS

Sample

## NUCLEAR MEDICINE TECHNOLOGIST

25 McKenzie Street, Melbourne Vic 3001 – Mobile: 0495 856 741 – Email: Maryanne.andrews@yahoo.com

### CAREER OBJECTIVES

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As a recently graduated Nuclear medicine technologist, I am looking for a position within a dynamic and patient focused radiology clinic to enable me to apply my newly acquired skills and knowledge. I am enthusiastic about the prospect of working collaboratively with a professional medical team to further develop my expertise.

### KEY SKILLS AND ATTRIBUTES

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#### Effective communication with a diverse range of people

I have been commended for my excellent communication skills at (Name of the organization), which features a diverse range of patients. My style of communication allows me to balance empathy, tact and assertiveness. In my role as the group leader for tertiary assessment projects, I successfully coordinated and assigned member roles and managed conflict situations effectively, resulting in successful and timely completion of projects.

#### Methodical and organised

### EDUCATION

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**RMIT University**  
2011 – 2014

**BACHELOR OF APPLIED SCIENCE – Medical Radiations**  
(Specialisation – Nuclear Medicine)

#### Key Study Areas:

Nuclear Medicine Methods, Technology & Practice  
Imaging anatomy & Pathology

**Key achievements:** High Distinction Average

**Hawthorn SC**  
2005 – 2010

#### VCE

Biology, Science, Math's Methods, English, Physiology

### CREDENTIALS

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### CERTIFICATIONS

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- Level 2 First Aid , Manual handling

### EXPERIENCE –

**Regional Imaging**  
**Alfred Health**  
**MIA**  
2011 – present

### NUCLEAR MEDICINE

#### INTERNSHIP CLUSTER

#### Responsibilities:

- Prepare and position patients for scanning and operate nuclear medicine instruments and imaging equipment including PET/CT camera.
- Collect, prepare, process and analyse data for the radiologist interpretation.
- Monitor gauges, dials, or other indicators to make sure a machine is working properly.

#### Key achievements:

- Presented interns at the Radiological conference in Sydney.
- Successfully implemented a more efficient maintenance schedule.
- Developed the ability to quickly build rapport with patients.

## EXPERIENCE –

**Red Cross**  
2010 - Current

## OTHER

### TESTING TECHNICIAN – BLOOD DONATION

#### Responsibilities:

- Performs routine screening tests, within agreed timeframes and in accordance with defined procedures.
- Review results for standard testing and escalates any anomalies according to procedure.
- Participates in some standard equipment set up and maintenance under supervision.

#### Achievements:

- Recognised as the employer of the month for outstanding client service
- Created a results checklist to more readily identify anomalies.

## NUCLEAR MEDICINE CLINICAL PLACEMENTS

January - April 2014  
May - August 2014  
Sept - Dec 2014  
August 2014

**REGIONAL IMAGING RADIOLOGY**  
**ALFRED HEALTH RADIOLOGY**  
**MIA RADIOLOGY**  
**ROYAL CHILDREN'S HOSPITAL**

## PROFESSIONAL ACTIVITIES

2014  
2012

**MEDICAL INDEMNITY PROTECTION SOCIETY**  
**THE VICTORIAN SOCIETY OF NUCLEAR MEDICINE**

## PRESENTATIONS

September 2014

**Type:** Oral presentation  
**Title:** Internship Education Day  
**Venue:** St. Vincent's Hospital

## OTHER INTERESTS

- Taekwondo
- Swimming

## PROFESSIONAL REFEREES

Dr. Andrew Cousins  
Radiologist  
Regional Imaging Radiology  
Ph: 0425 225 321  
Email: acousins@rir.net.au

Dr. Mary Sutcliff  
Radiologist  
Alfred Health  
Ph: 9875 2252  
Email: mary.s.h@alfredhealth.com

Mr. Martin Shaw  
Medical Services Manager  
Red Cross  
Ph: 8845 4475  
Email: m.shaw.t@Redcross.com.au

## STAR or CAR technique

S	}	Situation		
T		Task	C	Context
A		Action	A	Action
R		Results	R	Results

**Situation/ context:** What was the situation or context that **YOU** were able to gain the skill and knowledge?

*During my time at .....*

*As the supervisor for .....*

*I was responsible for the Project .....*

*When working in the implementation team.....*

*When I was on night shift a customer complained.....*

**Action:** What action did **YOU** take that makes you stand out or that you learnt a valuable skill or lesson from?

*Implemented new procedures in the office to create efficiencies.....*

*Each month I coordinate and run team meetings to allow us to collaborate and come up with new improvements....*

**Results:** As a result of **YOUR** actions how has this developed your skills, improved or added value to the company?

*As a result the staff now allocate more time to other priorities.....*

*Sales have now increased by 40%.....*

*We no longer have to rush at the end of the month.....*

Your cover letter is also an example of your written communication skills, so make sure it is professional and to the point. It should make the employer feel like you have demonstrated an appropriate background to be competitive for the position. Please see the handout on “**Demonstrating your skills using action words**” to further help you prepare your cover letter.

## Online Applications

- As part of the application process you may be required to submit your documents and evidence of suitability for the position online. Make sure you are organised and allow plenty of time for this process.
- Prepare your responses offline in a word processing document
- Cut and paste from your word document into the online application once you have carried out a spell check and reviewed your document.
- Save other documents that you will need to attach like your resume in an easy to find location on your computer, this will make it easier to browse for these files and attach to the application
- Make sure you are tailoring the information to each application, don't get caught out using the incorrect company name or job position title from another application.
- You may wish to find out how the organisation will search and select applications, there is often contact details for the HR person looking after the applicant enquiries. Will they be using key word searches or a backend tool that scores responses?

**Note:** Make sure you check the application closing date as the online form may only be available whilst the organisation is actively recruiting. Some companies only allow applicants a single sitting, so it is important to be well organised and have all your documents ready to attach or ready to copy information into the form.

# YOUR NAME

Draft your Resume/CV here

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## EXPERIENCE – OTHER

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Date from – Date to

### JOB TITLE

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Name of Referee

Name of Referee

Job Title

Job Title

Job Title

Company Name

Company Name

Company Name

Ph:

Ph:

Ph:

Email:

Email:

Email: