



Curtin University

Curtin Careers

Resumes and Cover Letters *- HDR*

Carol Erkes

Career Development Consultant



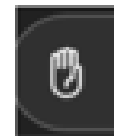
Acknowledgement of Country

I pay my respects to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land, the Whadjuk people of the Nyungar nation.

Getting the most of today

- In the chat, can you give me an idea of what area you are studying and if you think you are heading to industry or academia.

Please interact and be mindful of others



Raise hand to speak



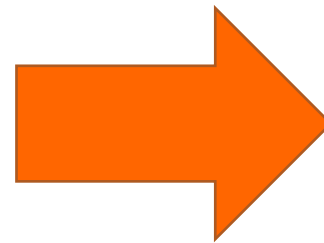
Ask Questions in chat

And I'll do my best to monitor both...

Learning Objectives

- Understand the process of marketing yourself through job applications
- Format and content of a strong cover letter
- Understand a resume and its different sections, including an academic resume, a research-based resume and industry / professional resumes
- Knowing your personal brand

Job applications = Marketing plan



Career Awareness

Identifying the next step in your career takes time and focus,

1. Know what you want
2. Know what you are good at (related to what you want)
3. Understand the market / industry
4. Demonstrate your value

A couple of points about using AI

- Avoid using an AI tool to write your Resume. An AI generated resume is very obvious, when a recruiter is reading multiple resumes.
- Use AI wisely, brainstorm keywords, edit and idea generation.
- Your greatest strength is your unique skill set and story

COVER LETTERS



What is a Cover Letter?

Do you need a cover letter?

- Demonstrate your interest and the value you bring to the company
- Outlines your motivation and key skill set
- Goal - capture the employer's interest

A well-crafted cover letter demonstrates professionalism and enthusiasm

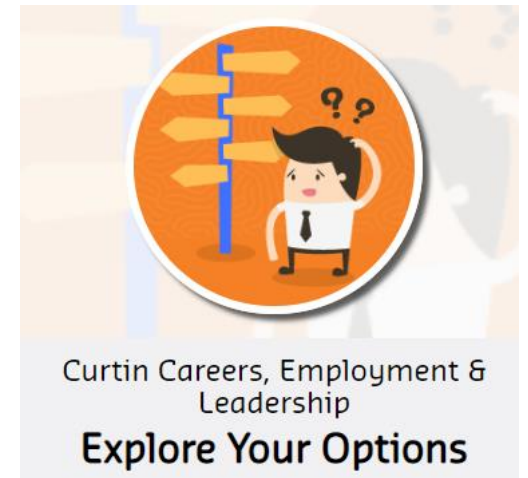
Customise!

- Review the job advert and the position description
- Highlight important key words/phrases
- Identify your knowledge and experience that meet the employer requirements
- Where relevant use the same language as the company (clients/customers talent acquisition/recruitment)

Know Yourself

- Why am I interested in this particular role and organisation?
- What is motivating me to apply?
- What are my relevant technical or professional skills/experience
- What are my relevant transferrable skills?
- What examples can I use ?

For further information:



Sections of a Cover Letter

Set it out like a formal letter

- Paragraph 1 - Purpose of your letter and what interests you about the role
- Paragraph 2 - Demonstration of your relevant specialist skills
- Paragraph 3 - Outline your relevant general skills
- Paragraph 4 - Closing and call to action

Link to unihub - [Cover Letter](#)

Cover Letter Check List

- Write one! Tailor specifically to the position
- Follow the submission instructions in the advert
- Save as an identifiable file name (e.g., Name_CoverLetter.doc)
- Send as a PDF (unless instructed otherwise)
- Address the required skills and experience
- Check spelling and grammar. Use a professional format

RESUMES



Quick Tips

1. Avoid online templates, a plain MS Word document is best
2. Easy to read font, clear formatting and some white space (Arial, Calibri)
3. Work Experience is displayed in reverse chronological
4. *Not autobiography*, - Skills/achievement-based marketing document

How do you want to be seen professionally?

Dr. Mike Cavnar

Mcav@gmail.com / 0411 000 357 / Perth WA

Health professional with strong project management experience, and strengths in stakeholder engagement, grant management, and research and analysis. With a detailed understanding of risk management and compliance, leads successful operations, meeting project deliverables and strategic outcomes. Understands complex information and its application to policy development, operational and strategic goals.

- **Project Management** – Successfully managed a range of health projects from inception to completion, working successfully with key stakeholders and subject matter experts, managing diverse, complex and competing priorities, meeting agreed time frames and budgets.
- **Research and Analysis** – Extensive research experience, understanding health related data trends and anomalies, providing accurate and detailed information to support planning and decision making.
- **Administration** – Maintains and manages comprehensive records through strong administrative processes and database management. Sound experience preparing detailed correspondence and reports, summarising complex information and analysis, making appropriate recommendations.
- **Stakeholder Engagement** – Demonstrated success working collaboratively with external partners and a diverse range of stakeholders. Builds credibility and trust across different landscapes, providing pathways forward and mutually beneficial outcomes.

Education

- Ph.D. Clinical Excellence / Health Sciences, Curtin University, 2022
- Master of Health Science – Notre Dame 2018
- Bachelor of Science (Health Sciences), Curtin University 2016

Dr Mina Nakamura

Perth, WA

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CAREER PROFILE

- A doctorate with extensive higher education experience skilled at creating quality student outcomes and integrating industry best practice and specialist experience.
- A research focus on mechanisms to improve early childhood access to speech therapy services in rural and remote locations.
- An advocate for early intervention speech pathology and teaching the next generation of speech pathologists to be patient centred and evidence based.

EDUCATION/ACADEMIC QUALIFICATIONS

Doctor of Philosophy (Human Communications Science), Curtin University 2021

Bachelor of Science (Speech Pathology) (Honours), Curtin University 2010

Thesis: *Challenges and opportunities in delivering speech pathology services in regional and remote areas.*

RESEARCH EXPERIENCE

Postdoctoral research fellow, University of Greenwich **March 2021 – April 2022**

A collaborative research project with Starship Children's Hospital to improve speech outcomes following surgical care in children. Responsible for facilitating qualitative interviews, focus groups, and participant observation and using this to develop tools and evaluation methods to improve patient care. |

Research Lead

November 2020 – December 2021

Speech Pathology Association WA

Academic Resume

- Detailed Research Profile
- Qualifications
- Research impact & experience
- Ability to apply for & attract funding
- Teaching experience
- Technical skills – specific to the field
- Publications
- Page limit not as important

Research Resume

- Relevant research experience and technical skills
- List of publications
- Industry research partnerships
- Quantifiable outcomes
- Relevant Experience and Employment
- 2-4 pages

Industry Resume

- Understanding and addressing the job description
- Identify and use key words
- Relevant transferable and technical skills
- Quantify & qualify achievements – not detailed publications list
- Employment/Relevant Experience
- 1-3 pages long

Suggested Resume Inclusions

- Contact Details
- **Career Profile / Summary**
- Skills Summary
- Education
- Employment (Relevant / Casual)
- Practical or Fieldwork Placements
- Projects *(if relevant)*
- Publications *(academic)*
- Volunteer/Community Work
- Achievements/Awards *(optional)*
- Professional Membership/ Development
- Interests *(optional)*
- Referees

Career Summary / Profile

- **Sentence 1:** What you are currently doing, for example, the degree you are studying
- **Sentence 2:** Highlight your most relevant skills, and experiences for the role. Remember to provide evidence to back up your statement
- **Sentence 3:** Focus on your why, or highlight the type of employment that you are seeking

A recent University of Auckland PhD graduate with sound research experience in environmental waste analysis. Strengths in engagement and consultation, and expertise in environmental legislation and frameworks. Motivated by the opportunity to develop and implement best practise workplace environmental management systems and processes.

Career Profile /Summary

Research Example:

Research Officer, with extensive project management experience, and expertise in research and analysis of key issues related to early childcare education in Australia. Successfully engaged with range of stakeholders including remote and Indigenous communities, early learning providers, universities and Government. Prepares high quality reports and discussion papers influencing evaluation and learning strategies and frameworks.

Teaching Example:

Senior Lecturer, Chemistry with 4 years post doctoral research experience. Sound experience leading high quality teaching and unit coordination in chemistry and the sciences. Extensive research in innovative methodologies for reducing environmental impact through improved catalytic efficiency and minimized waste production. Skilled in both experimental and computational approaches to material design, with ongoing publishing on cutting-edge solutions in catalysis.

Career Profile

Teaching Example

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Industry Example:

- Civil Engineer completing Masters of Research – final year, Curtin University
- Completed a 3-month internship with BHP Billiton, working in remote mining locations, designed drilling equipment prototypes, analysed operational effectiveness
- Conducted mining design using Auto-CAD at BHP and analyses using Mat-Lab in academic projects
- Effective stakeholder engagement skills, managing project partners and through sales and customer service roles at Mecca and Woolworths

Write a Career Summary / Profile

- What are you currently doing?
- Your key skills (both technical and transferable) and where/how you have used them
- What experience can you highlight
- What's your motivation / interests / professional goal

Who are you professionally?

Key Skills

Key Skills

Foreign Policy Analysis / International Economy and Trade / Environmental Economics /
Corporate Sustainability / Global Governance

Data Analysis *Proficient in analysing large datasets, including conducting statistical analysis for a university research project. Experienced with Excel, including pivot tables, VLOOKUP, and advanced chart creation.*

Proposal Development - *Drafted a successful research proposal to secure a \$2,000 grant for a project on sustainable trade. Collaborated with a team to write a 10-page funding application for a community-based research initiative.*

Ethics and Compliance – *Strong knowledge of ethical standards and procedures for research. Experienced working in line with corporate values, ensuring confidentiality and compliance with guidelines for handling sensitive data.*

Report Writing - *Prepared a detailed 2½-page report on the effects of sustainable global trade initiatives, including graphical data representation. Authored a conference abstract that was accepted for presentation at the Australian Research Symposium.*

Projects

Project work or placements can be valuable experiences to include

Final year Geomatics project:

- **Implemented** a GIS to study the impacts of human activities on the Great Barrier Reef . Using a combination of Remote Sensing and GIS technologies, utilised research techniques and GIS development using ArcInfo.
- **Conducted** an extensive literature review evaluating past and current contributions aimed at advancing research, development and applications of GIS
- **Produced** a detailed report outlining research, methodology and findings using clear, well-labelled diagrams, tables and equations. **Presented** findings professional seminar presentation to industry and university leaders.

Employment & Volunteer roles

- Reverse chronological order (current position first)
- List the position title, company name
- List three to five responsibilities and achievements in dot points

Sales Assistant Vodafone, Perth WA

Jan 2018 – Dec 2021

- Effective customer service, identified the customers technology needs through active listening, provided suitable solutions and consistently exceeded monthly sales targets by between 15 – 20%
- Tailored communication, adapting to reflect the customer's level of technical expertise.
- Optimised performance for Vodaphone users, assisting the Manager with computer system maintenance and software upgrades

Engineering Experience

ABC Engineering, Perth WA

Vacation Student

Nov 2023 – Feb 2023

- Utilized CAD software to create detailed mechanical designs and simulations for integration with electronic systems.
- Worked with Lead Engineer, programming PLCs for automated machinery, enhancing functionality.
- Analysed performance data, providing recommendations for system optimizations based on test results.
- Conducted research on emerging technologies and presented findings to the engineering team.
- Participated in cross-functional team meetings supporting a range of projects.

Casual Employment

Driver, Uber

July 2022– present

Transport passengers safely to their destinations, maintaining a high rating of customer satisfaction.

- Utilizes GPS and navigation systems optimizing routes and minimizing travel time.
- Conducts routine inspections and cleaning of the vehicle to ensure a safe and comfortable environment.
- Manage passenger inquiries and concerns promptly to enhance their overall experience.

Night fill, Woolworths Midland

Oct 2020 – Feb 2022

Casual position re-stocking, rotating, and sorting stock, ensuring correct product placement

- Managed inventory by tracking stock levels and organizing product displays.
- Assisted customers with queries and provided support to enhance their shopping experience.
- Maintained a clean and organized store environment, adhering to health and safety guidelines.

Structuring Bullet Points

Action Word + Task or Duties + Outcome

- **Developed** strategic alliances with key stakeholders to **streamline client access** to specialised support services.
- **Delivered** innovative outreach primary health care services, **engaging community members** who may not access mainstream general practice.
- **Conducted** individual assessments, including managing co-morbidities in alcohol, drug and mental health issues, **enhancing referral processes and client resources.**

Scholarships & Awards

Reverse chronological order

- Title of award & name of the organisation
- Summarise the award if not obvious
- Feature in awards or relevant section

2021: Dunlop New Zealand Ltd, Industrial Scholarship Award

2019: Dean's Commendation Certificate, Faculty of Science,
University of Auckland

Publications (for academia)

- List published works in reverse chronological order according to publication date.
- Use the reference style appropriate to your discipline.
- Bold your name on each publication.

Examples:

E. Smythe and M. Feline “The impact of feral cats on native flora and fauna in the Australian Capital Territory” *Journal of Wildlife and Social Spaces* 42, no. 3 (2021): 11-21.

E. Smythe and P. Davis “Feline Immunodeficiency Virus: A Literature Review” *Feline* 5, no. 2 (2019): 14-26.

B. Cat and **E. Smythe** “Trust Behaviours in British Short Hair Cats” *Pet Life* 6, no. 2 (2018): 34-67.

Referees

- Choose people that will say good things about you!
- Preferably a direct line manager/supervisor and relevant to the job you are applying for
- 2 minimum
- Keep in touch and let them know you're applying for work
- If they have changed jobs, note their relationship to you
(Former Manager, Curtin University)

Moving out of academia

- Research – Seek, LinkedIn and company websites provide a lot of useful information. Make notes of what interests you. What industries, companies and potential job titles
- If the role doesn't require your level of qualification, demonstrate and highlight relevant skill sets, industry knowledge and usefulness
- Identify transferable skills & provide examples
- Emphasize collaborative project work, stakeholder engagement, analysis, project management, Commercial awareness.....
- Include relevant experience – professional employment, voluntary work, part-time work

Transferable Skills

Writing thesis, journal articles: Ability to present and organise large amounts of information in a clear manner. Fluency in Microsoft Office packages

Analysing data: Analysis of complex data and presentation of emerging conclusions and concepts

Completion of PhD: Ability to plan multiple projects and deliver it to agreed timelines. Coordinated multiple stakeholders, and with minimum supervision as well as part of a team

Conducting interviews for research: Questionnaire design. Experience in qualitative / quantitative analysis. Sensitive to the needs of others. Diplomacy and confidentiality

Organising a conference: Event management and planning skills

VMock

For instant feedback on your resume

Using *YOURSTUDENTID@student.curtin.edu.au* email, create your free VMock account and upload your resume in PDF format.

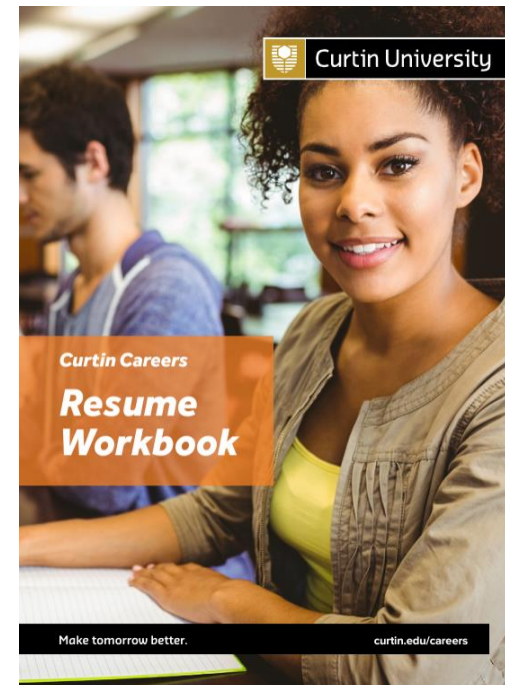
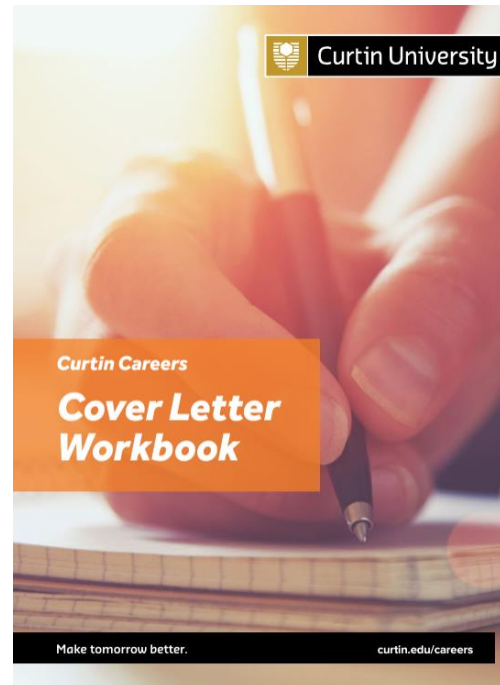
VMock Resume will scan your document and provide instant, targeted suggestions to help improve your resume.

Unihub

For instant feedback on your resume

Using *YOURSTUDENTID@student.curtin.edu.au* email, create your free [VMock account](#) and upload your resume in PDF format.

[VMock Resume](#) will scan your document and provide instant, targeted suggestions to help improve your resume.



Resume Round - Up

- Customise!
- Less Autobiography - more tailored and targeted to the role you are applying to
- Be aware of the difference between academic resume and an industry resume
- Understand your strengths and the value you bring

Dr Mina Nakamura

Perth, WA

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Research Lead
Speech Pathology Association WA

November 2020 – December 2021

- Conducted a qualitative and quantitative research process to identify improvements that could be made to the Speech Pathology Australia's safety and quality improvement methodology.
- My leadership in this project brought together patients/families, and practitioners together to co-design improvements to be made to the methodology to enhance speech pathology service delivery in Australia.
- The revised safety and quality improvement methodology has been published on the Speech Pathology Association website and had 3400 downloads in 2021.

TEACHING EXPERIENCE

Senior Lecturer, Speech Pathology. University of Galway
Jan 2020 -Dec 2020

- Development of high-quality teaching materials such as scenarios, case studies and assessment exemplars that allow students to apply technical learnings to real world applications. This has enhanced students learning experience demonstrated through positive feedback received from students.
- Developed three new industry relationships in the 2022 academic year which has allowed for industry feedback into assessment design as well as input into lecture delivery.
- Make effective use of innovations and technologies in teaching practice such as introducing online career portfolios for students

Course Coordinator (Bachelor of Science, Speech Pathology) University of Sydney
Feb 2018 - Dec 2019

- Led the School of Speech Pathology through a course re-design process to enhance the students learning experience as well as meet industry expectations of graduates. This was achieved through facilitating a co-design process with students and industry partners. ensure it was compliant with accreditation requirements and exceeded students.
- Facilitated the process to ensure ongoing accreditation with Speech Pathology Australia by contributing to quality assurance and auditing request.
- Sensitively and productively responded to students concerns and provide academic counselling and professional advice to students concerning their studies, professional development and career opportunities.

INDUSTRY EXPERIENCE

Senior Speech Pathologist, Abigail Clinic, Sydney NSW

Jan 2015 – Dec 2017

Abigail Clinic is a multi-disciplinary health service for children from ages 0 – 12. I was the senior Speech therapist and led a team of three other Speech Pathologists.

- Supervised speech pathology students and supported their learning and development.
- Conducted communication assessment on children and advised parents of appropriate intervention strategies.
- Completed case reviews providing detailed feedback and advice
- Worked closely with teachers, parents and other health providers to assist with diagnosis and intervention treatments.
- Delivered parent workshops on enhancing communication in ages 1 – 3
- Worked in a small team to roll out the new telehealth technologies, procedures and training as a result of COVID-19

Speech Pathologist, St Vincent's Hospital Sydney

Jan 2010 – Dec 2015

- Delivered evidence-based speech intervention to patients suffering from dysphagia and communication disorders.
- Liaised with the allied health professionals to provide collaborative care to patients experiencing stroke such as physio and occupational therapists. Strong liaison was also built with dieticians to suggest food intake for swallowing.
- Delivered clinical videofluoroscopy (VFSS) working closely with the radiation team to arrange bookings and discuss upcoming procedures and results.
- Provided routine tracheostomy management to patients alongside other health professionals. when required and provide support to nursing staff

PUBLICATIONS

- Brennan, S., Nakamura, M & Rodriguez P. (2018). How to unlock the potential of local libraries to enhance speech development in young children. *The Journal of Young Education*. 23(2), 122 – 136. <https://doi.org/10.1080/00221341.2016.1653233>
- Nakamura, M. (2021). Telehealth Barriers and Challenges and a vision to 2030. *Journal of Australian Speech Pathology*. 34(6) 145 – 149. <https://doi.org/10.1080/00221341.2016.1153133>
- Nakamura, M., & Soloman, T. (2020). The Impact of NDIS on access to speech therapy services in Australia. *Journal of Disabilities Australia*. 13(5). 45 – 56. <https://doi.org/10.1080/50221341.2016.1153133>

CONFERENCE PRESENTATIONS

- *Identifying language delay in pre-school children* General Practitioner WA conference 2022
- *Boosting telehealth support for regional communities – Allied Health Professions Australia 2022 conference*
- ABC Radio National interview (29 March 2020) regarding *funding for early childhood access to Speech Pathology services in Australia.*
- *Getting assessments for Augmentative and Alternative Communication devices in kids right.* Speech Pathology WA 2019 conference

AWARDS, FELLOWSHIPS & GRANTS

- *WA Health Regional Research Fund Grant* (\$40, 000) received to investigate improvements to delayed language development in children in regional areas.
- Received a team award Speech Pathology WA Award received team in delivering innovative speech pathology service in responding to telehealth and covid-19 requirements

PROFESSIONAL DEVELOPMENT

- Certificate III Auslan, TAFE NSW
- Certification in Hanen *Talkability*
- *Certified Practicing Speech Pathologist (CPSP)*
- Videofluoroscopy (VFSS) and/or tracheostomy trained

PROFESSIONAL MEMBERSHIPS

Speech Pathology Australia	2011 - Present
Allied Health professionals Australia	2012 – Present
The Australian Stuttering Research Centre	2019 - Present

REFEREES

To be provided on request

Upcoming Workshops

HDR students - Selection Criteria & Interview Techniques

Tuesday, 26 November 2024

10am-11:30am

HDR students - Networking & Using LinkedIn

Wednesday, 27 November 2024

2:00pm-3:30pm

Visit our Website



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Career advice

Curtin Careers has a range of services and support available to help you achieve your goals.

You can book a time with one of our team to discuss career pathways and possibilities, building your experience and networks, job search strategies and how to become more employable.



Challenge Modules



Curtin Careers, Employment & Leadership
Explore Your Options



Curtin Careers, Employment & Leadership
Getting a Job



Curtin Careers, Employment & Leadership
The Skilled Professional

Curtin Careers

- One to one career conversations
- Job applications support
- Immediate resume and LinkedIn reviews on Vmock
- UniHub Resource Library

curtin.edu/careers



Feedback

Cover Letters and Resumes

- Understand your key skill set and its value to the market
- Customise your Resume and Cover letter to the role you are applying for



HDR – Resume and Cover Letter



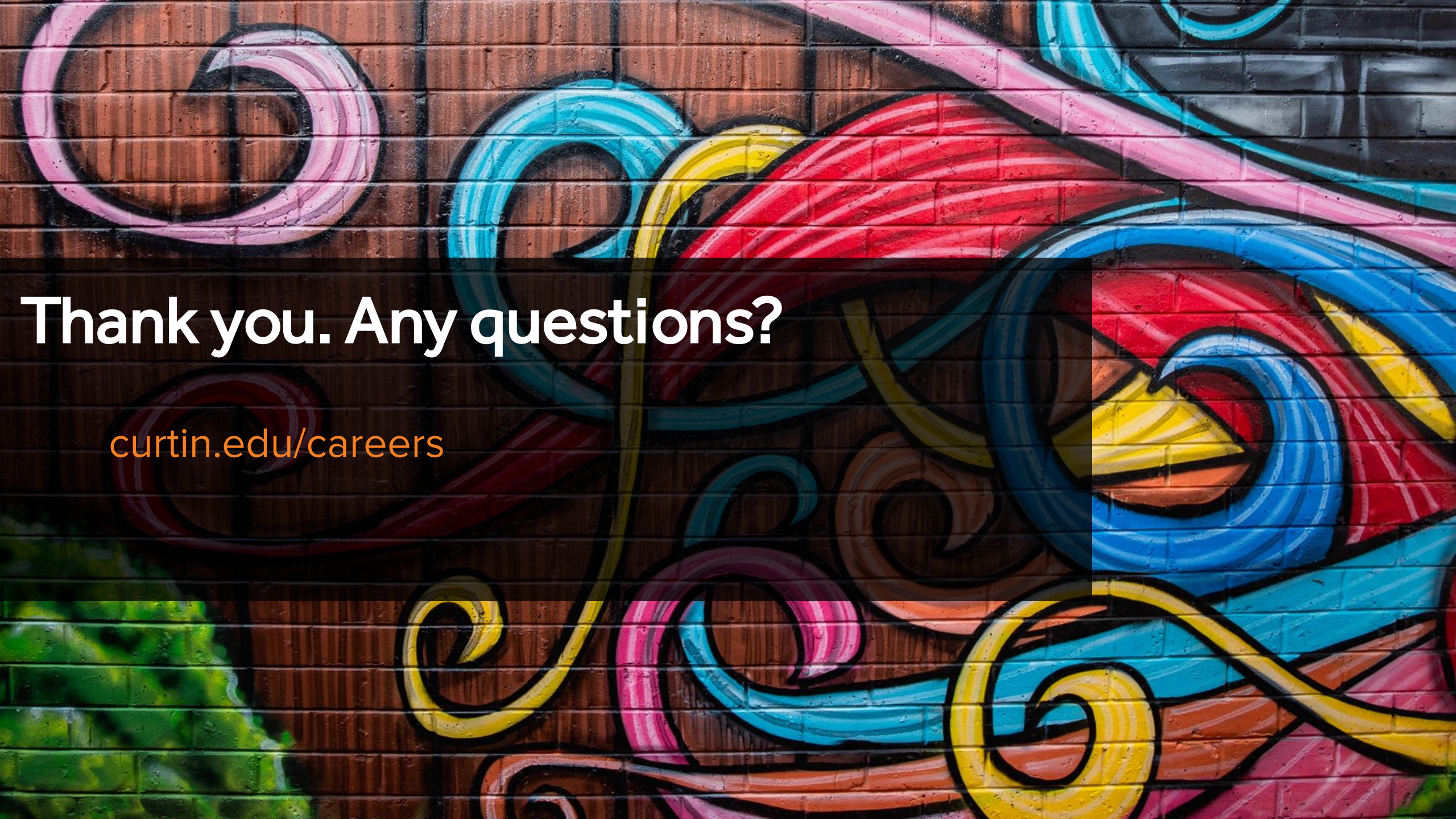
Curtin Careers

Building 101, entrance near the Koi Pond

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curtin.edu/careers



Thank you. Any questions?

curtin.edu/careers