

This is an example of resume sections and content. Use your own examples to personalise the resume. Employers notice when sample resumes are copied. Your goal is to stand out.

## ALEXANDRA MASON

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Use a professional email address rather than, for example, hotdoc@deakin.edu.au

### Education

02/2008 - current

#### Bachelor of Medicine Bachelor of Surgery

Deakin University

- Problem-based learning approach
- Clinical skills laboratories, hospitals and health services
- Years 3 and 4: intensive clinical training developing practical skills within rural and regional settings

**Key Achievements:** Medical Rural Bonded Scholarship  
John Flynn Placement Program, Australian College of Rural and Remote Medicine

Show how Deakin is different from other Medical courses; practical skills and a rural and regional focus.

03/2004 - 12/2007

#### Bachelor of Biomedical Science (Hons)

Deakin University

**Thesis: Neurological implications of copper homeostasis**

**Key Achievements:** Member of Golden Key International Honour Society

Research projects are highly valued

### Clinical Placements

2010

#### Barwon Health- Geelong Hospital

Year 3 rotations: Mental, Children's and Women's Health, Surgery, Musculoskeletal, Medicine.

**Key skill development:** Communication skills through examinations, patient history taking, documentation and professional communication with patients and colleagues  
Communicating within a multidisciplinary team to ensure best possible outcomes for patient

**Key area of interest:** Surgery: experience in suturing, wound care, abdominal examination and endoscopy

List rotations to show breadth of experience.

List also your Selectives and Electives. Express your particular area of interest.

2009-2008

#### Barwon Health, Ambulance Victoria, Geelong Medical Centre

Clinical observational placements: Palliative care, endoscopy, respiratory, community health

## Employment

04/2007 - current

### Medical Receptionist

Bayside Medical Centre, Geelong

Key responsibilities:

- Manage staff rosters
- Implemented information management system

Highlight how key job tasks developed workplace skills such as communication, leadership, management and teamwork.

02/2005 - 12/2006

### Pharmacist Assistant

Apples Pharmacy, Bentleigh

Key responsibilities:

- Advised customers on appropriate products for use in relation to health-related conditions.

Start statements with strong verbs such as liaised, managed, negotiated...

Verbs such as worked, did, was have less impact.

## Voluntary Experience

2008-current

### John Flynn Placement Program

Based at Albany Regional Hospital (theatre) and local GP Practice. Albany, WA.

- Gained practical skills in; anaesthetics including cannulation, intubation and extubation, minor surgery and assisted with caesarean deliveries
- In the GP Practice interviewed patients, home visits, immunization and assisted at diabetic clinics.

Community involvements are vital to add value to your degree to differentiate yourself from other similarly qualified applicants

2008-current

### Companionship and Support Volunteer

Community and Mental Health Units Barwon Health

- Use empathy and interpersonal skills

Show a balance of activities and achievements which demonstrate your interests, attributes and skills. Employers want to know who you are.

### Committee member

MEDUSA (Medical Student Society Deakin University )

- Steered membership campaign
- Presented at the Universal Health at Deakin Conference about the work of the Cancer Council.

2007

### Telephone Support Assistant

Cancer Council of Victoria

- Completed accreditation training

04/2006 - 11/2007

### Under 12s Coach

Eastern Netball Association, Bentleigh

- Coached U12 Girl's netball team to semi-finals for two years.

06/2005 - 2007

### Fundraising-Good Friday Appeal

Royal Children's Hospital

- Coordinate teams to collect in designated areas

Shows interest, commitment to learning and to developing professionalism

## Professional Development

- 2010 **National Rural Leadership Development Seminar**  
Australian Medical Students' Association
- 2010 **Eye and Ear Hospital lecture series**  
Royal Victorian Eye and Ear Hospital
- 06/2009 **Medical Students Professional Presentation skills workshop**  
AMA Victoria

## Professional Memberships

- 03/2009 - current **Australian Medical Students Association**  
Member
- 02/2009 - current **MEDUSA** – Deakin University Medical Students Society
- Sub-Committee member: Global Health Group- Universal Health@Deakin
  - Organise community outreach events such as food banks, fundraising for local charities and toy drives
- Also consider the AMA's Doctors in Training group.

Identify with your profession and benefit from PD and networking

## Extra-curricular Activities

- Netball state level
- Violin Grade 6 AMEB

Show you are an active and interesting person with a range of experiences and skills to contribute

Your clinical supervisors are most important. Ask all referees for their permission.

## Referees

### Academic Dr James Cooke Lecturer

Deakin University  
Pigdons Rd , Waurin Ponds VIC  
3122  
TEL: 4444 4444  
Email: [jc@deakin.edu.au](mailto:jc@deakin.edu.au)

### Professional Professor Forysthe Bartholomew-Jones Intensive Care Consultant

Geelong Hospital  
Ryrie St , Geelong VIC 3125  
TEL: 11111 111  
Email: [fbi@gh.org.au](mailto:fbi@gh.org.au)

### Professional Mrs Jenny Warlow Practice Manager

Bayside Medical Centre  
000 Esplanade Drive, Geelong  
TEL: 1234 5678  
Email: [jenny@bmc.com.au](mailto:jenny@bmc.com.au)

Alexandra's resume still has a little space to add sections such as Achievements, Research or Conferences. Think about how you can showcase your strengths through your resume. But remember, 3 pages at most.