

# GRADUATE RESUMES

## Arts and Social Science



Your success in gaining an interview for a graduate position or progressing further in the application process hinges upon the quality of the written application you provide to an employer.

This is your opportunity to demonstrate that you possess the necessary knowledge, skills and abilities for the position.



# Ben Thomason

21 Calbar Place, Smithfield, QLD 4870

Phone: 0412345678

Email: [Ben.Thomason@my.jcu.edu.au](mailto:Ben.Thomason@my.jcu.edu.au)

LinkedIn: <https://au.linkedin.com/in/benthomason2>

---

## CAREER STATEMENT or PROFESSIONAL SUMMARY (*Optional*):

I am a self-motivated and adaptable arts student with two years' experience in research, writing and administration roles in the public sector.

## EDUCATION

2019 – present

### **Bachelor of Arts (Honours)**

James Cook University, Cairns, QLD

**Majors:** History and English

Expected completion date: November 2022

### **Relevant Achievements**

- GPA: 5.7 (scale 1-7, 7 being highest)
- Obtained Distinction grades for (*add relevant subjects*)
- Member of winning team in the 2<sup>nd</sup> year Living History Competition
- Organised Mini Conference for 3<sup>rd</sup> year students **d ce rdained Dist**

evan-16

## **INTERNSHIP**

Feb - Oct 2021

### **Research Assistant – Cairns Institute, JCU Cairns Campus**

Assisted Dr XXXX one day per week, on the XXXXX project.

- Participated in project briefings with the team
- Conducted desk-top research into XXXXX and presented results in an infographic
- Provided support using XXXX software to newly arrived international researchers

## **VOLUNTEER EXPERIENCE**

Feb 2022

### **Event Volunteer – TedX Conference, JCU Cairns Campus**

- Set up and supervised registration desk for the event
- Participated in team briefings and event evaluation

2021 - 2022

### **Volunteer, Cairns Historical Society Museum**

- Provided training in family history research at a weekly class
- Presented tours of the museum to small groups of t

**Tip**

**INTERESTS**

- Member of Cairns Saints Hockey Club
- Coach for Under 12s Cairns Saints Hockey Team
- Keen traveller – backpacked through Europe independently

**CERTIFICATIONS/LICENSES**

- Queensland 'C' Class Driver's licence (manual)
- First Aid Certificate

**Tip**

**Tip**

**REFEREES**

Dr XXXXXX  
Researcher  
The Cairns Institute, JCU Cairns  
Phone: 07 4232 5555  
Email: XXXX

Ms/Mr/Dr XXXXXX  
Library Manager  
JCU Library, Cairns Campus  
Phone 07 4232 2222  
Email XXXX

*NOTE: This information is intended to be used as a guide and to provide general information only. It is solely your responsibility to evaluate and check the accuracy of the information provided.*