

# Academic Resume

Your resume should help you to stand out from the crowd.

Your resume needs to be tailored to each job application. This is a guide only, you **MUST** check application requirements.

## Resume-page one

Photos are generally not required on Australian resumes, although other countries may require one.



### Resume - Carrie Jobs

28 Glossop Ave, Burwood Vic 3125, Tel: 0402740672  
Email: carrie.jobs@deakin.edu.au LinkedIn: www.linkedin.com/in/carriejobs

Make sure your voicemail and email address are professional.

To begin your resume write a Professional Summary or Profile, a Personal Statement or a Career Objective. Keep succinct and to the point.

#### CAREER PROFILE

Early career researcher with an excellent work ethic and an ability to learn and adapt to a changing environment. Diverse research and teaching experience with proven ability to present complex material in a clear, concise and persuasive manner. Strong research, analytical and problem solving skills developed through completing PhD research and working as a Research Assistant for the School of Psychology. Currently seeking a position as a Research Fellow in a tertiary education institution.

#### EDUCATION

2012 - 2015

Doctor of Philosophy, Psychology

Deakin University

Doctoral Thesis: "The effects of sleep deprivation on shift worker's sustained and selective attention in a continuous performance test"

- Awarded Discovery Early Career Researcher Award (DECRA)

List achievements ie. scholarships or awards

2008 - 2011

Bachelor of Psychological Science (Honours)

Deakin University

Honours Thesis: "Identifying individual vulnerability to sleepiness and sleep deprivation"

- Awarded First Class Honours
- High Distinction Average Achieved throughout Bachelor of Psychological Science

#### RESEARCH & SUPERVISION INTERESTS

- The psychological and behavioural aspects of sleep and wake behaviours.
- The relationship between sleep and mental health.
- Sleep-related occupational risk for shift workers, such as drowsy driving and microsleeping.
- The impact of sleep on mood, anxiety and attention.

#### RESEARCH EXPERIENCE

06/2013 - Current

Casual Research Assistant, School of Psychology

Deakin University

- Provide high level administration support including handling confidential clinical files.
- Plan and organised the distribution of questionnaire packs under time pressure.
- Communicate regularly with research participants via email, phone and face-to-face.
- Explain research goals and answer participants' questions using easy to understand terms and concepts.
- Prepare creative and eye catching presentation slides, flyers, letters and posters to assist in project promotion and participant recruitment.
- Enter and analyse data using SPSS.

03/2012 - 11/2015

PhD Candidate, School of Psychology

Deakin University

- Prepared ethics applications for the Deakin University Human Research Ethics Committee.
- Successfully developed and presented a 8500 word literature review and research proposal to a panel of industry experts.
- Conducted interviews and attention tests with over 650 participants from diverse backgrounds and distributed an online survey.
- Analysed and interpreted research data and reported on the statistical significance.

This samples provides an example of the information you might include, however it is a guide only. Academic resume are usually around 4 - 5 pages and may include other discipline specific information.

Include:  
When, What,  
Where

Use dot points and positive language to highlight skills.

# Resume-page two

Splitting your experience in to different sections makes it easier to see the range of your experience.

Use duties to highlight relevant or transferable skills. Highlight major projects and achievements.

Even short term projects can be included in your resume. They can also highlight valuable industry links.

## TEACHING EXPERIENCE

01/2015 - Current

Honours Supervisor, School of Psychology

Deakin University

- Provide personal and ongoing support to psychology students via email and face-to-face.
- Assist several psychology students to refine their research questions and provide advice on how to best collect and analyse their research data.
- Support psychology honours students in preparing their thesis.
- Educate students on specific details of sleep psychology and provided information on current research in the field.

03/2015  
08/2015

Guest Lecturer, Department of Psychology & Counselling

La Trobe University

- Presented and co-presented several guest lectures in a second year 'Cognitive Psychology' unit on the topics of memory, attention, problem solving and sleep.
- Planned and developed lecture content within the framework of the subject learning objectives and assessment requirements.

07/2014 – 10/2014  
07/2013 – 10/2013

Psychology Tutor, School of Psychology

Deakin University

Employed as a tutor for Psychology A: Fundamentals of Human Behaviour a first year undergraduate psychology subject and Cognitive Psychology a second year subject.

- Monitored subject discussion boards and provide weekly face-to-face tutorial and one-on-one consultations.
- Clarified student understanding of course content and answered enquiries.
- Marked assessment items, provided students with constructive feedback and entered data in to Grade Centre.
- Participated in the moderation/peer assessment process and assisted in invigilating subject examinations.
- Worked with the subject co-ordinator to develop learning materials and upload them to the course site.
- Delivered high quality teaching and learning experiences which resulted in consistently positive Student Evaluation of Teaching and Units (SETU) feedback.

## INDUSTRY EXPERIENCE

10/2014

Campaign Advisor (3 days)

Transport Accident Commission

Acted as an expert advisor on a drowsy driving campaign under development by the TAC.

- Provided feedback on a drowsy driver campaign and recommendations for improvement from the perspective of a sleep psychologist and academic.
- Successfully worked in a multi-disciplinary team of creative professionals, legal consultants, policy advisers, marketing professionals and other sleep/drowsy driving experts.

11/2010 - 07/2012

Sleep Technician, Department of Respiratory and Sleep Medicine

Austin Hospital

- Applied and calibrated the full range of sensors and electrodes required to perform the requested sleep study.
- Completed all diagnostic and treatment sleep studies, including mask fitting and patient education as required, according to established laboratory protocols.
- Liaised with medical, nursing and other hospital staff to ensure the objectives of each sleep study were achieved.
- Conducted quality assurance, maintenance and troubleshooting procedures on monitoring devices and computerised instrumentation.
- Performed accurate and timely quantitative analysis of sleep studies and prepare associated reports.

04/2009 - 11/2010

Receptionist

Wellbeing Clinical Psychology

- Provided caring and compassionate customer service, including providing initial support to patients experiencing mental health crisis.
- Successfully prioritised tasks, such as answering incoming phone calls, booking patient appointments and processing transactions in a fast paced environment.
- Handled, filed and stored confidential patient files in accordance with APS and practice guidelines.



# Resume-page three

Include any publications or presentations that you have contributed to.

## PUBLICATIONS

Bruetti, S, Sumner, A, Carol, C & Jobs, C 2014 'Impact of acute sleep deprivation on surgeon's biological rhythm', *Sleep and Biological Rhythms*, vol.15, no. 4, pp. 250-265.

Sumner, A, Carol, C & Jobs, C 2013 'The role of depression and anxiety on sleep disorders', *Journal of Sleep Research*, vol.22, no. 2, pp. 100-118.

Jobs, C & Bruetti, S 2012 'Identifying individual vulnerability to sleepiness and sleep deprivation' *Journal of Sleep Research*, vol. 21, no. 4, pp. 62-74.

## PRESENTATIONS

'Sleep and Mental Health - Making sense of the bidirectional relationship'. Co-presented with Dr. Jillian White at SleepLinks 2015, Melbourne, Australia, November 2015.

'Driver Drowsiness - Clinical Assessment & the Law'. Co-presented with Associate Professor Alex Johnson at Sleep DownUnder Conference 2014, Melbourne, Australia, September 2014.

'Identifying individual vulnerability to sleepiness and sleep deprivation'. Presented at The Australian Psychological Society Clinical Psychology Conference 2013, Sydney, Australia, June 2013.

Professional development; extra training courses and certificates completed to stay on top of professional practice.

## PROFESSIONAL DEVELOPMENT

07/15

APS Practice Certificate in Sleep Psychology

08/14

Collaborative Care for Sleep Disorders and Mental Illness

03/14

Fatigue Incident Investigation and Prevention

05/10

Mental Health First Aid

Australasian Sleep Association

Mental Health Professionals Network

Transport Accident Commission

Premium Health

## PROFESSIONAL MEMBERSHIP

08/2013 - Current

Australasian Sleep Association

02/2011 - Current

Australasian Sleep Technologists Association

04/2009 - Current

Australian Psychological Society

Student Member

Professional Member

Student Member

Most professional associations will have student memberships

## VOLUNTARY EXPERIENCE

08/2009 - 12/2012

Reconnexion Volunteer

Reconnexion

- Provided sensitive and compassionate information over the phone to community members about tranquillisers, analgesics, depression and anxiety disorders.
- Offered over the phone support to community members in times of mental health crisis and referred callers to other available support services.
- Completed extensive telephone counselling training.

2009/2010

Health Faculty Peer Mentor

Deakin University

- Guided and advised new Deakin students from a variety of cultural backgrounds.
- Supported new students in their transition to university in Australia.

## REFEREES

Dr. Jillian White  
PhD Supervisor  
Deakin University  
TEL: 03 1234 5678  
Email: jwhite@deakin.edu.au

Professor Samuel Bruetti  
Psychology Subject Coordinator  
La Trobe University  
TEL: 03 1234 6789  
Email: sbruetti@deakin.edu.au

Name  
Position  
Organisation  
Phone No.  
Email

Voluntary and extra-curricular activities show you as a well rounded person and can be used to highlight skills in areas where you may not have work experience.

List at least 2 relevant referees. NOTE: some jobs will ask for 3. Make sure referees give permission before listing them on your resume.

# DO'S & DON'TS of RESUME WRITING



## DO

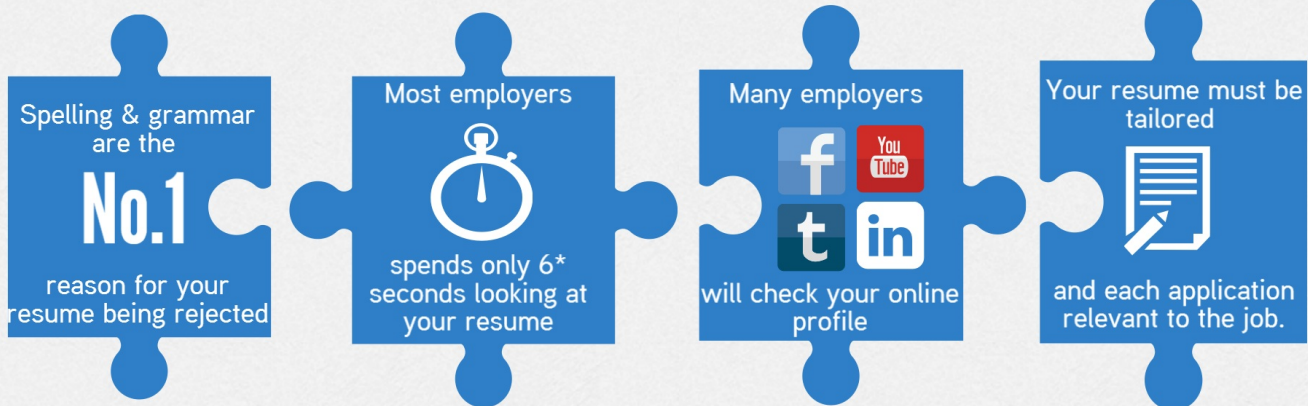


- Keep your format consistent
- Tailor for each position with your prospective employer in mind
- Place the important information up-front
- Use industry appropriate language
- Keep resume to 2-3 pages, unless a length is specified
- Use power verbs to strengthen your statements
- Edit and proofread multiple times
- Emphasise transferable skills

## DON'T



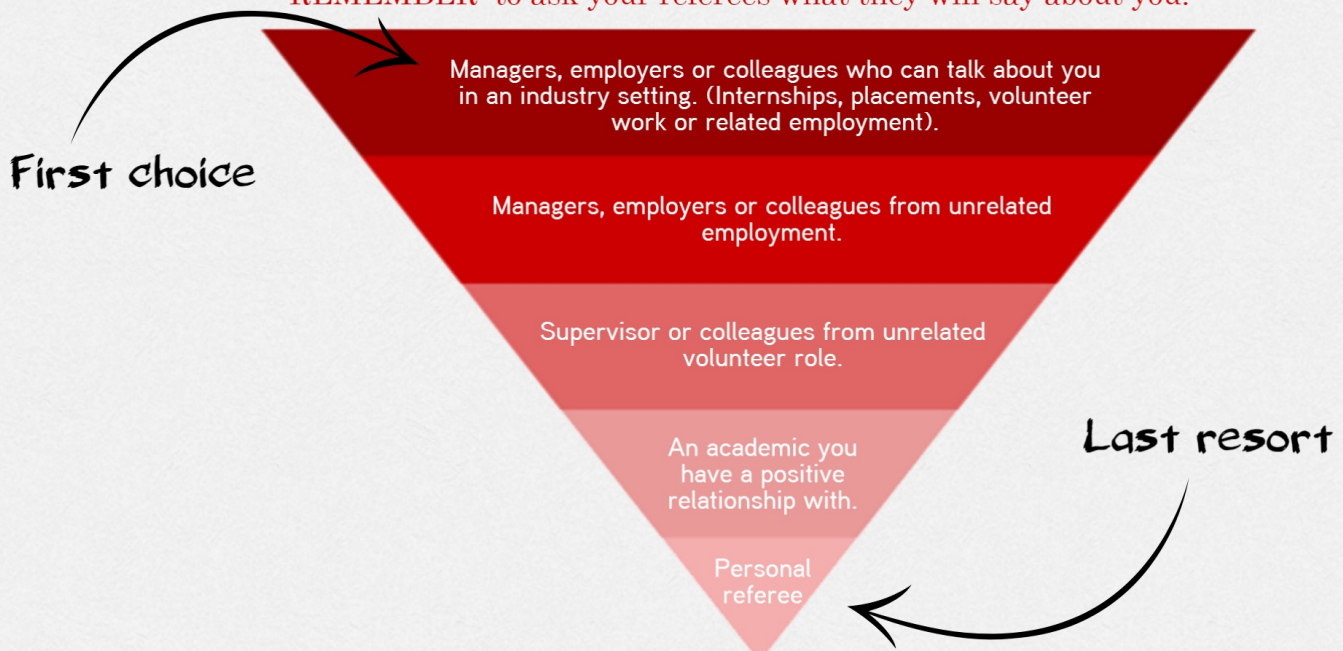
- Include anything that might discriminate against you – i.e. date of birth, marital status, race, gender or disability.
- Use jargon, acronyms, technical terms-unless essential
- Lie -employers have ways of checking what you put is true
- Include a photo unless requested.



## Hierarchy of the best referees

Most employers will expect you to provide 3 referees. Choose people who can & will talk about your character and work skills in a positive way.

**REMEMBER** to ask your referees what they will say about you.





# Applicant Tracking Systems (ATS)

Applicant Tracking systems are software designed to filter applications based on specific criteria before they're read by a real human.  
Utilized mostly by big companies and recruitment agencies they're used for written and online applications.

