

## MOST EFFECTIVE RESUME

### DAVID GAGNON

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### SUMMARY OF QUALIFICATIONS

#### Proficiency in French:

- Attended Francophone high school; worked two summers as a Student Research Analyst: Sûreté du Québec

#### Social Work/Legal Knowledge

- Practical knowledge gained through Volunteer Probation Officer and Intake Officer experiences and training; theoretical knowledge of social work and counselling practices through academic work. Working knowledge of the legal system through volunteer positions at the Ministry of Community Safety and Correctional Services; theoretical knowledge of the Canadian legal system

#### Administrative skills

- Developed through Research Analyst experience and record keeping/report writing in Probation and Parole positions

*David mirrors the job posting in this resume by including a 'Summary of Skills' section that showcases all his relevant experience in the areas required.*

### EDUCATION

**Honours Bachelor of Arts**, University of Toronto Mississauga 2016 -2019  
**Majors:** Sociology and Criminology and Socio-Legal Studies

**Related Courses:** Deviance and Control, Crime and Delinquency, Social Research Methods, Psychology, Forensic Psychology

*David effectively targets his resume by bolding relevant academic requirements and including selected relevant courses.*

### PROBATION EXPERIENCE

**Volunteer Probation Officer**, Brampton Probation and Parole Office 2018 - present

- Supervise two to three clients weekly including assessing client support needs, determining if clients are meeting the conditions of their sentences and facilitating job placement referrals
- Develop relationships with clients and other support workers through ongoing problem solving and communication approaches
- Completed volunteer probation officer training with above average evaluations
- Client portfolio results are considered to be among the most successful in the office

*David groups his most relevant experience under a section of its own: 'Probation Experience'. He further strengthens his probation experience by describing job responsibilities with strong and relevant action verbs; detailed descriptions of his experience and the inclusion of results or accomplishments*

**Volunteer Intake Officer**, Brampton Probation and Parole Office 2016 - 2018

- Performed 10 to 15 intakes per shift by compiling and verifying client information
- Managed intake process by reviewing legal documents with clients; explained client's rights and obligations under sentencing conditions and scheduling appointments
- Facilitated intake completion while balancing heavy caseload demands

#### **OTHER RELEVANT EXPERIENCE**

**Community Support Worker**, Ministry of Community and Social Services 2018 – present

- Assists in the socialization of a cognitively-delayed youth
- Facilitates improved writing, reading and math skills through literacy tutoring

*David finds a better way to describe the needs of the 14 year old boy he works with*

**Student Research Analyst, Behavioural Sciences Unit**, Sûreté du Québec 2016 - 2018

- Performed literature searches of archived and online forensic journals (Summers)
- Collected data on psychological parameters of sex offenders
- Analyzed research data and presented to 10 member research team

*David's other work experiences are not as relevant as his probation experience, but they demonstrate relevant skills (effective relationships, administrative, communication).*

#### **EXTRA-CURRICULAR ACTIVITIES**

**French Literature Club**, University of Toronto Mississauga 2016 - 2019

- Developed a club newsletter promoting and highlighting French literature
- Participated in weekly literature discussions and reviews

**Intercollegiate Football Team**, University of Toronto Mississauga 2015-2018

- Performed in a team-oriented environment
- Required a year-round commitment to training and competition

*Diversity in David's extracurricular activities demonstrate his ability to interact with a wide range of individuals.*

#### **INTERESTS**

- Weight training and fitness
- Attending lectures and forums on women and abuse issues
- Reading French literature

*Focusing David's resume was easy because he has a lot of relevant paid and unpaid experience. Educational qualifications are shown after the relevant experience sections because he wants this experience to catch the employer's interest. The profile of skills at the beginning, the positioning of the relevant experience, and the more detailed, accomplishment-based bullet points all combine to make this a resume that effectively targets employer requirements.*