

# POORLY PREPARED RESUME

**DAVID GAGNON**  
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David's name is not centered or aligned with his contact information.

## OBJECTIVE:

Probation Officer with the Ministry of Community Safety and Correctional Services

A summary of qualifications that highlights his relevant probation experience would be more effective.

## EDUCATION:

**Honours Bachelor of Arts, University of Toronto Mississauga, Criminology and Socio Legal Studies (2016-2019)**

David's use of bolding is inconsistent and his education information could be better organized.

## WORK EXPERIENCE:

**Volunteer Probation Officer, Brampton Probation and Parole Office (2016-present, 10 hrs/wk)**

- worked with clients
- volunteer probation officer training
- referrals, case-management, assessments

David's probation and intake officer experiences should be the main focus of his resume. He should elaborate more on his relevant duties by using effective action verbs.

**Volunteer Intake Officer, Brampton Probation and Parole Office (2015-2017, 6 hrs/wk)**

- duties: intake information and schedule appointments

**Community Support Worker, Ministry of Community and Social Services (2018-present)**

- helped to socialize a mentally handicapped 14 year old boy
- helped with homework and other assignments

David could use these great work and volunteer experiences to illustrate acquired skills relevant to the current job with examples of accomplishments. For example, he does not effectively show the match of his bilingual communication abilities.

**Student Research Analyst, Quebec Provincial Police (Sûreté du Québec) (Summers 2016, 2017)**

- collected and analyzed data
- researched journal articles

Experiences should be reverse-chronological order by end date.

## EXTRACURRICULAR ACTIVITIES:

Varsity Football, Volleyball, Basketball (2016-2018)

## REFERENCES

Available upon request

References are not required.

David's resume resembles a diamond in the rough. He possesses all the relevant skills and experience, but fails to demonstrate them effectively (e.g. use of action verbs, highlighting accomplishments and prioritizing their order of appearance).