

IMPROVED RESUME

DAVID GAGNON

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SUMMARY OF SKILLS:

- Proficiency in French gained in high school and as a Student Research Analyst for Sûreté du Québec for two summers
- Social Work knowledge gained through Volunteer Probation Officer and Intake Officer experiences and training.
- Theoretical knowledge of social work and counselling practices acquired through academic work

David uses this section to highlight two of the employers' key requirements

EDUCATION:

Honours Bachelor of Arts, University of Toronto Mississauga

Majors: Criminology and Socio-Legal Studies

Independent Research: Rehabilitation of Sex Offenders (grade: A)

2016 – 2019

David bolds his degree and majors to highlight his fit

WORK EXPERIENCE:

Volunteer Probation Officer, Brampton Probation and Parole Office

- supervise 2-3 clients on a weekly basis
- determine if clients are meeting conditions of their sentences assess level of support required for clients

2018 - present

David uses action verbs to describe his relevant probation experience

Community Support Worker, Ministry of Community and Social Services

- assist in socializing a mentally handicapped 14 year old boy help with homework and other assignments

2018 - present

Volunteer Intake Officer, Brampton Probation and Parole Office

- reviewed legal documents with clients
- explained clients' rights and obligations under the conditions of their sentence scheduled appointments for clients with assigned probation officers
- coordinated and verifies intake information

2016 - 2018

Student Research Analyst, Behavioural Sciences Unit, Sûreté du Québec

- collected and analyzed data
- researched journal articles

2015 - 2016

EXTRACURRICULAR ACTIVITIES:

French Literature Club, University of Toronto Mississauga

2017 - 2019

Intercollegiate Football, University of Toronto Mississauga

2016 - 2019

David has improved his resume by using action words to describe his experiences; however, he could highlight his relevant job experiences such as Volunteer Probation Officer and Volunteer Intake Officer to really get the employer's attention.