

IMPROVED RESUME

DES MOHAMMED

8 Northbridge Ave., Mississauga, Ontario, L5L 1C6
905-828-1234 / des.mohammed@mail.utoronto.ca

OBJECTIVE

To obtain a challenging and rewarding position in the finance industry, where I can employ the knowledge gained from my Commerce degree, and my strong interpersonal and analytical skills, to make a contribution to TD's strategic initiatives.

EDUCATION

2019 **Bachelor of Commerce, Finance and Economics**
University of Toronto at Mississauga

GPA: 3.8

Relevant courses: Business Finance, Financial Accounting; International Finance (including Valuation); Advanced Topics in Corporate Finance; Investments; Economics of Financial Risk Management; Advanced Audit & Assurance.

2019 **Canadian Securities Course (Honours)**

COMPUTER SKILLS

Advanced Excel, PowerPoint

WORK EXPERIENCE

2019 – Present **Assistant to Financial Advisor, TD Canada Trust (part-time)**

- Reviews client files to evaluate alignment of investments with profile; identify required action for Financial Advisor; drafts proposals
- Confirm existing appointments, greets new clients, averages 10 cold calls/day to cultivate new clients
- Confirm receipt and delivery of securities and RRSP transfers
- Commended for maintaining customer focus while meeting tight deadlines

2015 – 2017 **Clerk, Pet Valu Head Office (part-time)**

- Administrative responsibilities including detailed expense reconciliations
- Volunteered for 3-person United Way campaign committee in 2014; doubled donations over previous year while maintaining job performance

June – Sept. 2016 **Cashier and Stockperson, Grand & Toy**

- Provided excellent customer service while helping customers locate and select merchandise. Commended for managing cash accurately

Des includes an objective which combines what he is seeking with a short summary of his experience and skills. Des' resume could be more effective by providing a summary of skills /experience section instead of an objective. Objective statements may appear vague to an employer, and may not highlight the applicant's skills.

Des lists his courses that directly relate to the job at TD Securities. Des' use of bold font for the date / titles and spacing makes it easier for employers to quickly pick out the relevant info. He notes his GPA because it is quite high and might be appreciated by the employer.

Des lists these programs because he knows they are highly valued for the position.

Des uses strong action verbs to describe his work experiences.

Des includes proof that he will excel in this position by bringing up a specific experience from Pet Valu.

Des demonstrates important skills gained through past work experience. Unfortunately these skills don't target TD's requirements. The recruiter will have to look to the next page to see Des' relevant experience, but many recruiters may never look as far as page two!

IMPROVED RESUME

DES MOHAMMED

905-828-1234 / des.mohammed@mail.utoronto.ca

VOLUNTEER EXPERIENCE

2018 – Present **Coach, community soccer team**

- Informally mentors children, enabling them to build confidence and team skills

2017 – Present **Vice-President of Finance, UTM Undergraduate Commerce Society**

- Analyzed students needs, negotiated sponsorships and presented at special events including:
 - ⇒ Finance Panel, developed in conjunction with Career Centre
 - ⇒ CMA and CFP information sessions
 - ⇒ Two luncheon events in the “Guest Speaker” series.
- Re-elected to second year term.
- Increased level of Finance student participation by more than 20%.

Des effectively demonstrates his ability to research and evaluate investment opportunities; a key requirement for this position at TD.

2016 – 2017 **Charter member, UTM Investment Club**

- Researched other student clubs and student needs; collaborated with business professor to produce a draft charter.
- Marketed club on campus to Finance students with two other charter members.
- Research market sectors and present investment recommendations at meetings.
- Average annual rate of return on portfolio: 14%.

ACTIVITIES AND INTERESTS

2016 Travel to Asia and Europe

2016 Member of winning intramural soccer team

REFERENCES

Available upon request

A reference statement is not required as it is a regular part of the recruiting process and will be requested at the interview.

Des has made a good attempt to tailor his resume to this job. He provides effective results to back up his experience and skills, and his resume format makes the document easy to read. He could be more effective by positioning all his relevant experience at the beginning of the resume to ensure the recruiter sees it right away.