

POORLY PREPARED RESUME

Des Mohammed

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EDUCATION

Bachelor of Commerce, Finance and Economics, 2019

University of Toronto Mississauga

Courses: Business Finance, Microeconomic Theory; Critical Thinking, Analysis and Decision Making; and Advanced Topics in Corporate Finance, Introductory Taxation, Introductory Marketing, ComSci, Introductory Accounting

Canadian Securities Course (Honours), 2019

EXPERIENCE

2018 - Present Assistant to Financial Adviser, TD Canada Trust (part-time)

- Responsible for reviewing client files and drafting proposals.
- Handles existing clients and greeted new clients
- Confirms receipt and delivery of securities and RRSP transfers.

2016- 2018 Clerk, Pet Value Head Office (part-time)

- Administrative responsibilities including filing, expense reconciliations.
 - June – Sept 2011 Cashier and Stockperson, Grand & Toy
- Helped customers locate and select merchandise.

2018 - Present Vice-President of Finance, UTM Undergraduate Commerce Society

- Analyzed needs, negotiated sponsorships and presented at special events

2017 - 2018 Charter member, UTM Investment Club

- Researched other student clubs and market sectors and presented investment recommendations at meetings.

ACTIVITIES AND INTERESTS

2016 Travel to Asia and Europe

2016 Member of winning intramural soccer team

The ability to research and evaluate investment opportunities is a key requirement of this position. Des should highlight this experience better.

Des has some great experience but does very little to tailor his resume to this job. Although he lists some skills and experiences, he does not validate them by providing relevant details or a match of his skills with the employer needs. Also the format is unprofessional with many inconsistencies; the way the text is displayed does nothing to highlight his achievements.

Des lists many of his courses but not all of them are relevant to the position. Use bold font to help the employer identify key information, such as majors and job titles.

Des' resume would be more effective by beginning with a summary of his skills to identify for the employer why he is suited to the position.

Inconsistent spacing and misaligned bullet points give the resume an unprofessional look. Dates need to be distinct so that they can be identified easily.

Des' use of language such as "handles" and "responsible for" is passive and does not describe the depth of his experience and skills.

Des demonstrates important skills in these roles but his resume doesn't provide adequate descriptions or proof of his abilities. Active verbs and accomplishment-based statements of results would make it more effective.

Des could emphasize his fit for the position better by grouping his related experience into a modified Chronological format. Des has omitted one of his most relevant Experiences – the Valuation Project! See Most Effective sample in the toolkit.