

# MOST EFFECTIVE RESUME

## HELEN E. IMAGINS

(H) 905-555-5555 / (C) 647-555-5551  
helen.imagins@mail.utoronto.ca  
1142 Road Rd. N, Mississauga, ON L5A 1B6

Helen added her home and cell phone numbers. She also used a more professional email address.

## EDUCATION

**Honours Bachelor of Arts, Majors in English and Sociology** Sept. 2017 - Present  
*University of Toronto Mississauga (UTM)*  
♦ *Related courses:* Effective Writing; Narrative; Research and Writing; Sociology of Culture; Sociology of Mass Communication

Helen added more detail in her Education section (majors, related courses).

## RELEVANT EXPERIENCE

**Volunteer Writer** Sept. 2018 - Present  
*The Medium (UTM Campus newspaper)*

- ♦ Write articles capturing the creative events taking place on campus, for the Arts & Entertainment section; check accuracy for fellow writers
- ♦ Attend campus events and interview participants/artists to gather content for writing articles
- ♦ Cooperate with student photographers and other Medium staff to ensure the campus events covered in our paper are represented both visually and in writing

**Research Assistant** May 2018 - Apr. 2019  
*Sociology Department, University of Toronto Mississauga*

- ♦ Searched the published literature using several academic databases to find studies on workplace inequality in Canada
- ♦ Wrote annotated bibliographies of the materials found
- ♦ Commended by Supervisor for attention to detail and thoroughness

## ADDITIONAL EXPERIENCE

**Part-Time Associate** Jun. 2017 - Present  
*Urban Planet*

- ♦ Provide clothing suggestions and feedback to customers to assist them in making purchases they are satisfied with
- ♦ Consistently place in the Top Three List for promoting and selling the most store discount cards

**Office Assistant** Dec. 2016 - Aug. 2017  
*Sven Spengemann, Local MP Office*

- ♦ Monitored local newspapers and newsletters to find relevant articles and effectively organized the information for use within the team; attended meetings to assist MP

## INTERESTS

- ♦ Writing, attending cultural events, playing volleyball, and reading novels

By grouping her most relevant experiences together under the heading Relevant Experience, Helen draws attention to them and moves them towards the top of her resume.

Helen expanded her descriptions to include not just what she did but how she did it and what results she achieved.

Where possible, Helen has included results/outcomes to show that she did a good job.

Helen has included an Interests section to end her resume; some of her interests show additional skills (e.g. teamwork) and also reinforce her fit for the position.

Helen has more bullets in her Relevant Experience than in Additional Experience since these relate more to the position.

Within each section, Helen has listed her experience in reverse-chronological order by end date.

Helen has tailored her resume to the position by grouping her writing-related experience at the beginning to catch the employer's attention and provides more detail to highlight her skills as well as results. In addition, Helen's resume looks more professional since she has used consistent formatting and proofread for typos.