

POORLY PREPARED RESUME

Helen uses an unprofessional email address and has omitted a home or cell phone number for the employer to contact her.

HELEN E. IMAGINS

1142 Road Rd. N,
Mississauga, ON L5A 1B6
daydreamer@hotmail.com

An objective is not recommended. Instead, you should have a cover letter that tells the employer what you are seeking, especially if you are including a cover letter. If you include an objective, it should be tailored to the position.

OBJECTIVE

- ◆ Seeking a challenging part-time position where I can utilize my skills and experience

EDUCATION

Honours Bachelor of Arts

University of Toronto Mississauga (UTM)

Sept. 2017 - Present

- ◆ Currently enrolled in third year

Ontario Secondary School Dipolma

Middleton Secondary School

Sept. 2013 - June 2017

WORK EXPERIENCE

Reserch Assistant

May 2018 - April 2019

Sociology Department, University of Toronto Mississauga

- ◆ Conducted research and wrote bibliographies

Part-Time Associate

Urban Planet

June 2017 - Present

- ◆ Assisted customers
- ◆ Provided excellent customer service

VOLUNTEER EXPERIENCE

Volunteer Writer

The Medium (UTM Campus newspaper)

Sept. 2018 - Present

- ◆ Attend events and write articles for the Arts & Entertainment section
- ◆ Demonstrate teamwork skills

Office Assistant

Sven Spengemann, Local MP Office

2016 - 2017

- ◆ Read local newspapers
- ◆ Assist with duties around the office

REFERENCES

- ◆ Upon request

Helen could expand on her education and include additional relevant details (e.g. program area, relevant or related courses, etc.)

Be very careful of typos! Proofread to check for spelling and grammar mistakes.

Experiences should be listed in reverse-chronological order by end date (e.g. anything current should be listed first within each section).

References section is not needed. The space could be used to tailor Helen's resume to the position

It is not necessary to include high school education, especially after completing first year in university.

Helen's position descriptions are too general (e.g. how did she assist customers or demonstrate teamwork?). She should add more detail to show her skills and start her bullets with stronger action verbs.

Helen does very little to tailor her resume to the position. She has relevant skills and experiences but her descriptions are too general since she does not provide enough detail. As a result, her resume does not stand out in a positive way and is also not as professional as it could be because of typos and inconsistent formatting.