

POORLY PREPARED CHRONOLOGICAL RESUME - BIOLOGY

John doesn't include a phone number for the employer to contact him.

John Smith

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Summary of Skills

- Strong research skills
- Excellent writing and communication skills
- Outstanding problem-solving and computer skills
- Interest in ecology
- Fast learner with ability to work efficiently

A general skills list is not an effective way of "targeting" a job posting. John should elaborate on how or where he developed the skills sought by the employer.

John should only list courses that are relevant to the position, especially if the employer seeks them. He is missing some important information, such as his major.

Education

University of Toronto Mississauga

September 2016 - Present

- Currently enrolled in 3rd year of studies
- Courses: The Environment, Drawing I, Sensory and Cognitive Biology, Introductory Animal Physiology, Experimental Design in Environmental Science, Field Methods in Physical Geography, The Biology Behind the News, Introductory Cell and Molecular Biology

John needs to proofread and edit his resume for typos and formatting.

Erindale Secondary School

September 2012 - June 2016

- Graduated with 81% average
- President of the Science Club, Vice President of the Drama Club, and member of the Mathematics Society

Providing high school information is not necessary, especially if John has completed his first year of university.

Work Experience

Front Team Member

Tim Hortons

June 2017 - October 2018

- Delivered excellent customer service as a Front Team Member
- Commended by store manager for resolving customer complaints
- Regularly did product inventory checks and reported to the store manager
- Prepared food and beverages in a timely manner
- Received customer feedback and reported to the franchise owner

Experiences should be listed in reverse-chronological order.

Library Ambassador

University of Toronto Mississauga

August 2018 - Present

- Promote the Library events and services to fellow students

www.utm.utoronto.ca/careers

- Assist in the planning and execution of events and team building activities
- Generate positive social relationships with fellow students
- Often checked email and attended meetings regularly and on time; contributed with good ideas for future events

Try to format your resume in a way that will not split any of the subsections.

Extracurricular Activities

Member

Geography Society

September 2017 - Present

- Attend bi-weekly meetings to plan environmental activities and other ways to get students involved
- Record and distributed meeting minutes to all members
- Help plant trees and took care of vegetables

Newsletter Editor

September 2015 - April 2017

- Showed critical thinking and problem solving skills
- Assigned focused and relevant topics to content writers
- Ensured newsletters are distributed among club members and other UTM students in a timely manner

John has forgotten to include the organization name.

Interests

- Hiking, gardening, biking

John should elaborate more on his relevant duties by using effective action verbs and accomplishment-based statements. Employers expect to see *how* the applicants approached their previous experiences with examples of accomplishments.

References

- Available upon request

References not required. Employers will usually ask for them during the interview.

John has not effectively targeted his resume for the job posting. He possesses all the relevant skills and has great experiences; however, he fails to demonstrate them effectively and does not link them to the qualifications listed in the posting. In addition, he should proofread his resume for errors. As a result, he fails to make a positive impression and stand out from the other candidates.