

# Improved Resume

**LARRY SOO**

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## EDUCATION

- Sept. 2015-  
May 2019
- Honours Bachelor of Arts, University of Toronto Mississauga (UTM)  
Environmental Management Specialist, Professional Writing Minor**
- *Relevant Courses:* Changing Ontario Environments, Environmental and Resource Management
  - Maintained B+ average

Larry has expanded on his university education by including his specialist, minor and relevant courses.

## COMPUTER SKILLS

- Microsoft Office Suite, Publisher, Internet search tools

Larry has included his high average.

## WORK EXPERIENCE

- Summer  
2018
- Yoga Instructor, UTM Centre for Physical Education, Athletics and Recreation**
- Instructed two weekly yoga classes for students and staff
  - Established comfortable climate for participants at all skill levels
  - Received excellent evaluations from participants

Larry uses action verbs to describe his previous work experiences. He also includes a result to prove his competence.

- Sept. 2015-  
May 2018
- Front Desk Receptionist, UTM Residence**
- Answered in-person and phone queries from residents, parents, and prospective families
  - Ensured safety policies were followed after hours

- Summer  
2015
- Conference Assistant, UTM Conference and Events Services**
- Responded to phone inquiries about conference accommodations
  - Assisted with scheduling and organizing space, accommodation and food services for 50 conference groups from 35-600 people in size
  - Demonstrated excellent problem-solving skills

Larry describes the size of his responsibilities by using numbers.

Larry could explain how he did this.

- Summers  
2015-2016
- Group Leader and Counsellor, City of Mississauga Summer Camps**
- Provided support and guidance to 10 counsellors working with 250 children, ages 5-13
  - Organized special theme events and ensured smooth running of daily schedule of activities

Larry provides better examples to back up his experiences, and he presents them in a logical "reverse-chronological" format. In addition, he includes some results in his resume, e.g. B+ average and excellent evaluations from participants.

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Larry Soo (905) 555-5555 page 2

## VOLUNTEER EXPERIENCE

Larry's environmental volunteer experiences are his most relevant experiences. Therefore, he provides more detail of the specific skills and achievements from these experiences.

Sept. 2017- **Internship Student, Greater Toronto Area (GTA) Environment Committee**

- May 2018
- Developed report entitled "Key Factors in Successful Citizen Environment Projects"
  - Facilitated over 20 focus groups and analyzed discussion to identify key factors in successful citizen projects
  - Presented results to Committee and at GTA Citizen Environment Project Conference
  - Received briefings from Committee staff on environment legislation and projects
  - Assisted in organizing a GTA Citizen Environment Project Conference that attracted over 300 participants

Larry added his internship experience to his Resume, as this is a relevant experience.

Sept. 2015- **Communications Liaison, Residence Environmental Council**

- May 2017
- Developed and implemented innovative advertising campaign, partnering with the Theatre Department
  - Initiated Residence Environment Council
  - Assisted Council to identify, develop and successfully implement projects
  - Conducted two environment awareness workshops and chaired regular meetings
  - Presented Council reports to residence dons and staff

Although Larry does a good job starting his bullets with action verbs, he does use some verbs repeatedly. For example, he could replace the word 'assisted' with a stronger action verb where appropriate.

Summers **Tour Guide, Doors Open Mississauga**

- 2015-2016
- Provided guided tours of Bradley Museum to over 200 visitors
  - Promoted Doors Open Mississauga to media, schools and community groups
  - Wrote reports and proposals for event improvement

Larry understands that tailoring one's resume is key. He highlights environmental and community-related experiences from previous jobs by describing them with 3-5 bullets.

## ACTIVITIES AND INTERESTS

- Member, OUT@UTM (2015-2017)
- Travelled independently during two summers to India, Tibet and Guatemala
- Enjoy outdoor recreation activities such as camping, hiking and skiing

While this is a well-written resume, the format does not allow Larry to highlight his environmental-related experiences by putting them on the first page. Also, he could showcase his skills more by using specific examples with demonstrated results. See the Most Effective Resume for an even better format.