

Most Effective Resume

Larry Soo

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Larry uses a summary of his key qualifications to draw attention to his match or fit with the target job.

HIGHLIGHTS OF QUALIFICATIONS

- ◆ Honours Bachelor of Arts, Environmental Management Specialist
- ◆ Developed community-based environmental projects through GTA Environmental Committee and UTM Residence Environmental Council
- ◆ Organized and marketed a variety of environmental events as a Program Assistant for three summers with Public Focus Mississauga
- ◆ Direct experience with community development model of environmental change

EDUCATION

Honours Bachelor of Arts, University of Toronto Mississauga (UTM)

Sept. 2015-
May 2019

Environmental Management Specialist, Professional Writing Minor

- ◆ Relevant Courses: Changing Ontario Environments, Environmental and Resource Management
- ◆ Maintained B+ average

Where possible, Larry presents his experiences as accomplishments with specific outcomes/results.

ENVIRONMENTAL EXPERIENCE

Sept. 2017 -
May 2018

Internship Student, Greater Toronto Area (GTA) Environmental Committee

- ◆ Facilitated over 20 focus groups, identified key factors in successful projects and created a detailed report documenting findings and recommendations
- ◆ Presented results to 12-person Committee and to 150 participants at the Citizen Conference and was granted approval to implement recommendations
- ◆ Received briefings from Committee staff environmental legislation and projects
- ◆ Organized GTA Citizen Environment Project Conference that received excellent evaluation ratings from participants

Action verbs are used to begin bullets and describe experiences.

Communications Liaison (Volunteer), Residence Environmental Council, University of Toronto Mississauga

Sept. 2015 -
May 2017

- ◆ Developed and implemented innovative advertising campaign, partnering with the Theatre Department and leading to increased attendance
- ◆ Initiated Residence Environmental Council and participated in identifying, developing and successfully implementing two projects
- ◆ Conducted two environment awareness workshops and chaired regular meetings

Larry effectively describes all of his past experiences that match the key qualifications of the job posting.

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ENVIRONMENTAL EXPERIENCE cont'd

- Summers
2015-2016
- Tour Guide (Volunteer), Doors Open Mississauga**
- ◆ Provided guided tours of Bradley Museum to over 200 visitors
 - ◆ Promoted Doors Open Mississauga to media, schools and community groups through the creation of reports and fundraising proposals
 - ◆ Wrote reports and proposals for event improvement

ADDITIONAL EXPERIENCE

- Summer
2018
- Yoga Instructor, UTM Centre for Physical Education, Athletics and Recreation**
- ◆ Instructed two weekly yoga classes for students and staff
 - ◆ Received excellent evaluations from participants regarding ability to establish an inclusive, comfortable climate

- Sept. 2015 -
May 2018
- Front Desk Receptionist, UTM Residence**
- ◆ Managed 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**
- ◆ Coordinated and problem-solved issues related to space, accommodation and food services for 50 conference groups from 35-600 persons in size

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

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

Larry's resume targets the job posting well. He groups all his "environmental-related" experiences at the beginning to catch the employer's attention. Larry then groups remaining key skills in an "Other Experience" section. Throughout Larry's resume, he writes accomplishment-based statements by including specific results and outcomes.

Larry effectively highlights transferable skills including: organization, communication and time management under his "Other Experience" section.

Even though he assisted with the conferences, Larry uses strong verbs to describe the work he helped with and avoids starting a point with the weak sounding phrase "assisted with".

Larry pays attention to the little details. His "Activities and Interests" come alive with descriptions of international travel destinations and outdoor recreation activities.