

POORLY PREPARED RESUME

LARRY SOO
2594 Burnhamthorpe Rd, #203
Mississauga, ON L5L 1C8
loverboy@yahoo.ca

An elaborate font, unprofessional email address and no phone number give a poor first impression.

Should write out degree instead of only putting H.B.A.

EDUCATION:

Sept-May 2015-2019 **University of Toronto Mississauga**
H.B.A., Environmental Management

June 2015 John Fraser Secondary School
Mississauga, ON
OAC

Providing high school information is not necessary.

WORK HISTORY:

Sept.-May 2015-2018 **Front Desk Receptionist, UTM Residence**

- Provided excellent customer service
- Answered phones, filed

Larry could showcase his skills by elaborating on the excellent customer service he provided in his previous job.

Summers 2015-2016 **Group Leader and Counsellor, City of Mississauga Summer Camp**

- Responsible for 10 counsellors
- Ensured safety of 25 campers

Summer 2015 **Conference Assistant, UTM Conference and Events Services**

- Answered phones and provided clerical assistance
- Demonstrated excellent organizational and interpersonal skills

Within each section, experiences should be listed in reverse-chronological order by end date.

Summer 2018 **Yoga Instructor, UTM Athletics**

- Teach yoga

Larry should write his experiences in past tense, unless he is presently performing the listed tasks.

Larry could provide proof of his excellent organizational and interpersonal skills.

VOLUNTEER ACTIVITIES:

2015-2016 **Volunteer, Doors Open Mississauga**
Provided guided tours of Bradley Museum

2015-2016 **Member, OUT@UTM**

Sept.-May 2015-2017 **Communication Liaison, Residences Environmental Council**

- Founded the Council
- Developed and implemented successful projects

Larry could describe his successful projects in more detail, e.g. skills used in founding the Council.

Be careful of typos and spelling mistakes!

HOBIES & INTERESTS:

Extensive travel, enjoy outdoor recreation

Employers assume that references will be provided so you don't need to include this.

REFERENCES: Upon request

Larry does very little to tailor his resume to this job. Although he lists some skills and experiences, he does not validate them by providing relevant details and his descriptions are too general. As a result, he does not stand out from other candidates.