

# EFFECTIVE RESUME - SOCIOLOGY

## Mary Smith

1234 Street Name St.  
Mississauga, ON A1B 2C3  
[mary.smith@mail.utoronto.ca](mailto:mary.smith@mail.utoronto.ca)  
(647) 123-4567

Mary attracts the employer's attention by highlighting some of her most relevant skills. She also mentions where she developed each skill to encourage the employer to read on and find out more about her

### Summary of Qualifications

- Solid academic background in Sociology with well-developed research skills, particularly in quantitative and qualitative data collection analysis
- Commended for demonstrating strong writing, research, and analytical skills as a Staff Writer for The Medium on-campus newspaper
- Reliable team player with ability to communicate effectively exhibited as a member of the UTM Criminology and Sociology Society
- Strong time management and conflict resolution skills applied as a Front Desk Receptionist at Family Service Toronto
- Proficient in Microsoft Office: Excel, Word, PowerPoint

### Education

Mary highlights all important information about her academic background, including the names of the prerequisite courses required by the employer, as well as academic projects that further developed her skills.

#### University of Toronto Mississauga (UTM)

September 2017 – Present

- **Sociology Specialist**, currently enrolled in 3<sup>rd</sup> year of study
- CGPA: 3.11
- **Relevant courses:** The Logic of Social Inquiry, Measuring the Social World, Quantitative Analysis, Qualitative Analysis, Sociology of Education, Introduction to Applied Statistics
- **Relevant projects:**
  - *The Politics of Obesity course project:* Using scholarly work, critically examined biomedical discourses about the causes, prevalence, and effects of overweight and obesity, and reflected on alternative perspectives in a group presentation and an individual essay. Rewarded A-
  - *Sociology of Families course project:* Gathered and manipulated behavioral data, and applied sociological theories to critically analyze the challenges faced by immigrant youth. Presented findings in a written assignment. Rewarded B+

Mary lists her volunteer experiences first, because they are more relevant to the position (and more recent, too). Another way to organize your experiences is by listing all relevant positions under a Relevant Experience section and highlighting your transferrable skills under Additional Experience.

### Volunteer Experience

#### Member

UTM Sociology and Criminology Society (SCS)

September 2017 – Present

- Attend bi-weekly meetings to discuss the society's goals; collaborate with all team members to successfully organize and execute social events
- Promote the academic society's upcoming events via social media, poster distribution, tabling, and word-of-mouth; as a result, student awareness and ticket sales have increased
- Engage in one-on-one conversations with students while tabling for the society; explain the society's mission and goals and answer questions about meetings, events, and volunteer opportunities

Mary outlines the results to prove her competences.

[www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)

## Staff Writer

*The Medium*

September 2016 – April 2017

- Wrote effective feature articles for the UTM on-campus newspaper, taking an in-depth look at current issues
- Conducted primary data collection and secondary data analysis aiming to answer a variety of questions; demonstrated exemplary research and analytical skills
- Commended by newspaper editors for demonstrating strong problem-solving and writing skills

## Work Experience

### Front Desk Receptionist

*Family Service Toronto*

January 2017 – September 2017

- Demonstrated ability to deal with all aspects of front desk duties and handle competing demands in a professional manner
- Effectively performed various administrative duties, including data entry, printing, scanning, faxing, photocopying, sending emails, updating client records, and filing
- Efficiently registered new clients and maintained client files; demonstrated strong organizational skills and attention to detail
- Contributed to smooth operation of the organization's services by scheduling clients' appointments, directed calls to appropriate departments, and responded to client inquiries in a timely manner
- Handled patient complaints in accordance with organizational protocols; resolved conflicts with a high level of courtesy and professionalism

Mary describes her experiences using action verbs. The descriptions include not only the tasks, but also how they were performed and what results were achieved.

## Achievements

### UofT Mississauga Entrance Award (2017)

- Awarded to all newly admitted, full-time students with calculated admission averages of above 88.0% (including English) directly from high school

### Won 2<sup>nd</sup> Place at Peel High School Tennis Championship (2015)

- Competed in senior girls' doubles category at the championship organized by Region of Peel Secondary School Athletic Association (ROPSSAA)

## Interests

- Tennis
- Camping
- Reading

Mary has done a good job tailoring her resume to this position. She validates her skills and experiences by providing relevant details and specific descriptions of her main duties. She also includes specific results, where applicable.

Mary's non-academic interests and achievements further demonstrate a variety of skills sought by the employer (such as teamwork) and show that she is a well-rounded individual.