

POORLY PREPARED RESUME - SOCIOLOGY

Mary Smith

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An Objective statement is not needed, especially when a cover letter is included. This statement is too general and gives the impression that Mary has not tailored her resume to this specific position.

Mary's phone number is not properly aligned.

Objective

- Obtaining research experience involving qualitative and quantitative data analysis in the field of Sociology

Summary of Qualifications

- A third year student at University of Toronto Mississauga, specializing in Sociology
- Member of the UTM Criminology and Sociology Society
- Front Desk Receptionist at Family Service Toronto
- Staff Writer for The Medium on-campus newspaper
- Strong computer skills

Rather than listing her previous positions, Mary should highlight some of her skills and qualifications that are most relevant to the position of interest.

Work Experience

Family Service Toronto
Front Desk Receptionist

2017 – 2017

- Was assigned a variety of front desk duties and responsibility to 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
- Registered new clients and maintained client files; showed strong organizational skills and ability to pay attention to detail
- Responsible for making sure that the organization's services ran smoothly by scheduling clients' appointments, directing calls to appropriate departments, and also responding to client inquiries. In addition, patient complaints were handled in accordance with organizational protocols; resolved conflicts with customers by behaving in a professional way

Mary's statements sound too weak and passive. She should use action verbs and avoid passive verbs to describe her experiences, which will make a better impact.

Mary should provide the full length of her experience (especially for a shorter length of time) by including the months.

Volunteer Experience

UTM Sociology and Criminology Society (SCS)
Member

2017 – Present

- Went to absolutely all meetings to discuss the society's goals; worked together with the members of the club to successfully organize and execute social events
- Promoted the academic society's upcoming events via social media, poster distribution, tabling, and word-of-mouth; as a result, there was a higher event attendance
- Engaged in one-on-one conversations with students while tabling for the society; explained the society's mission and goals and answered questions about meetings, events, and volunteer opportunities

Mary could improve the formatting to make her resume even easier to read. The title of her position and workplace name could be flipped, to put bigger focus on Mary's role.

Mary should avoid having long bullet points in her resume, as it makes it difficult to read.

www.utm.utoronto.ca/careers

The Medium
Staff Writer 2016 – 2017

- Wrote effective feature articles for the UTM on-campus newspaper, taking an in-depth look at current issues
- Conduct primary data collection and secondary data analysis in an attempt to answer many different questions; has proven the supervisor the possession of fantastic research and analytical skills
- Commended by newspaper editors for showing strong problem-solving skills and writing skills

It is not recommended to mix past with present verb tense when describing a role that occurred in the past.

The Education section should be placed at the top part of Mary's resume, as she is still a student and does not have many years of work experience.

Education

University of Toronto Mississauga (UTM) 2015 – Present

- **Sociology Specialist**, currently enrolled in 3rd year of study
- CGPA: 3.11
- **Relevant courses:**
 - SOC100 – Introduction to Sociology
 - SOC202 – Cultural Sociology
 - SOC221 – The Logic of Social Inquiry
 - SOC222 – Measuring the Social World
 - SOC224 – Sociology of Education
 - SOC263 – Social Inequality
 - SOC350 – Quantitative Analysis
 - SOC387 – Qualitative Analysis
 - STA215 – Introduction to Applied Statistics

Mary should list only the most relevant courses. Usually, the course code is not needed, as it may change throughout the years. Mary could also include academic projects, which demonstrate the application of relevant skills and knowledge.

Achievements

UofT Mississauga Entrance Award (2015)

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

Won 2nd Place at Peel High School Tennis Championship (2014)

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

Interests

- Tennis
- Camping
- Reading

Mary's resume needs many improvements. While she has some great experience and possesses all the skills that the employer is looking for, she fails to demonstrate them effectively.