

IMPROVED RESUME

Susan added her phone number and used a more professional sounding email address.

SUSAN SINGH

3349 Mississauga Rd. N., #305
Mississauga, ON L5L 1C

905-789-1234
susan.singh@mail.utoronto.ca

EDUCATION

Bachelor of Commerce, University of Toronto Mississauga (UTM)

2015 – Present

Program: Accounting/Finance and Economics

COMPUTER SKILLS

Excel, Access, Word, PowerPoint, email, internet

WORK EXPERIENCE

Sales Associate, Sportchek

Summer 2017-

Provide attentive and knowledgeable customer service
Handle cash, balance cash
Open and close store

Present

SUMMERS
2017- 2018

Payroll Clerk, GlaxoSmithKline

Managed large projects for Payroll/Finance Department
Prepared monthly internal financial summaries for two customers
Followed up on outstanding invoices with customers

Summer 2016

Telemarketer, Toronto Cabling

Promoted all cable services
Supervised customer accounts
Prepared invoices

EXTRACURRICULAR INVOLVEMENTS

2017 – Present

Chair, Events Committee, ISA (student cultural group), UTM

Initiated and coordinated cultural events series featuring entertainment, food and fashion

2017 - Present

Peel Halton Soccer Club

Team Captain, Summer 2008
Scheduled practices and organized games

2015 - 2016

In-School Mentor, Peel District School Board

Meet and tutor weekly with 2 elementary school students

INTERESTS

Enjoy many types of music; have travelled to Southeast Asia and Europe

Susan effectively uses bold to highlight her Accounting program, but doesn't further detail relevant accounting courses.

Only special and related programs such as Excel are of interest to employers; they assume she will have the other 'basic' PC knowledge.

Although Susan uses some action verbs to describe her work experience (e.g. managed, promoted), her resume still reads like a list. Phrases such as "handle cash" are general and passive.

Susan does a good job in highlighting her extracurricular activities. She understands the importance of obtaining transferable skills (communication, leadership, teamwork) from both paid and unpaid work experience

Susan's resume, while better than her previous one, still does not effectively package her skills and target the qualifications from the job posting. Please see Susan's Most Effective Resume.