

# MOST EFFECTIVE RESUME

## Susan Singh

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### SUMMARY OF QUALIFICATIONS

- Two summers of accounting-related experience;
- 78% average in accounting courses
- Excellent teamwork and leadership skills demonstrated as Chair of Events Committee; increased club's membership over the last year; Peel Halton Soccer Association Captain
- Commended for high level of customer service as a Sales Associate for over three years

*Susan added a 'Summary of Qualifications' section to highlight key strengths that are relevant to the position to which she is applying.*

### EDUCATION

**Bachelor of Commerce**, University of Toronto Mississauga

2016- present

**Program:** Accounting/Finance and Economics

- Working toward completion of CPA prerequisite courses by April 2019
- Maintaining 78% average in accounting courses

*Susan highlights the most relevant parts of her education for the employer.*

### ACCOUNTING RELATED EXPERIENCE

*Susan uses an effective marketing strategy by prioritizing her experiences and placing her accounting-related experience first. Use of bold emphasizes the positions.*

**Payroll Clerk**, GlaxoSmithKline

2018 - 2019

- Coordinated and implemented projects involving data collection, organization, computer input and data analysis (summers)
- Presented project findings as a five member team to senior management; resulted in company-wide policy changes for the Payroll/Finance Department
- Prepared monthly internal financial summaries for two large international customers
- Followed up on outstanding invoices by contacting customers

*Susan starts her bullets with action verbs and draws from her work and extracurricular experience to showcase relevant transferable skills (communication, organizational, leadership, customer service)*

### ADDITIONAL EXPERIENCE

**Chair, Events Committee**, ISA (student Cultural Group)

2017 – present

University of Toronto Mississauga

- Initiated and coordinated cultural events series, working collaboratively with up to 20 other students
- Planned timeline, designed marketing and prepared budget
- 200 students attended the three events with \$500 over target raised

*Susan's accomplishments are made concrete by using numerical outcomes (e.g. 200 students attended, \$500 surplus, 50% increase in participation)*

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*Susan added a header for the 2nd page with her name, phone number, and email.*

### OTHER EXPERIENCE (cont'd)

#### Sales Associate, Sportchek

2017 - present

- Regularly exceed monthly sales goals
- Manage all customer interactions by listening attentively, determining their needs and making suitable recommendations
- Commended for high level of customer service and responsiveness to needs

*Susan does a good job including results in her work experience.*

#### Volunteer, Peel Halton Soccer Association

2017 – present

- Promoted to Team Captain in Summer 2014
- Encouraged members to perform aggressively, while maintaining fair play and good teamwork
- Scheduled practices with members and coaching staff

*Susan's volunteer participation helps demonstrates some of her personal qualities (e.g. commitment, energy, enthusiasm).*

#### Telemarketer, Toronto Calling

Summer 2016

- Promoted all cable services to existing and potential customers and achieved all sales targets
- Prepared invoices and other necessary paperwork on a timely basis

#### In School Mentor, Peel District School Board

2015-2016

- Met weekly with two elementary school students
- Facilitated students' successful learning of math concepts Initiated soccer team for all program participants

*Susan effectively highlights her leadership and organizational skills through her volunteer and extracurricular activities*

### COMPUTER SKILLS

- Expert level of proficiency with Excel, Access

### INTERESTS

- Enjoy many types of music; have travelled to Southeast Asia

*Susan stands out from the competition by writing a well-organized and targeted resume. She highlights the match between her experiences and the qualifications needed for the job. Accomplishment -based examples provide proof of her abilities, making her resume targeted to the employer's needs. In addition to her accounting background, Susan demonstrates leadership, teamwork, and communication skills through paid and volunteer experiences.*