

POORLY PREPARED RESUME

The 'Objective' is optional especially when you send a cover letter. If Susan wanted to include an objective, it should be tailored and not general.

Susan does not include a phone number in her contact information and has an unprofessional email address.

SUSAN SINGH
3349 Mississauga Rd. N, #305
Mississauga, ON L5L 1C6
Qt@hotmail.com

Susan might use bold to highlight her degree, program and accounting-related courses. UofT should be spelled out in full. High school information does not need to be included.

OBJECTIVE: Entry position leading to a C.P.A. in a progressive, dynamic organization

EDUCATION

2016 - Present Bachelor of Commerce, **UofT Mississauga**
Specialist: Accounting/Finance & Economics
Relevant Courses: Introductory Accounting, Financial Accounting I and II, Managerial Accounting I and II, Canadian Income Taxation I and II, Marketing 300, ComSci, Managerial Finance

2012 - 2015 Honours Graduation Diploma from Laura Secord Secondary School
Ontario Scholar

SKILLS

Computer: Word, PowerPoint, Excel
Enjoy working with people
Enthusiastic, quick learner
Reliable and honest

A general skills list is not an effective way of 'targeting' a job posting. Susan could remove this list and incorporate her relevant skills supported by accomplishments in her 'Work Experience' section.

WORK EXPERIENCE

Summer 2017 - Present **Sales Associate**, Sportchek
Provide outstanding customer service

- Handled cash
-

Summers 2017, 2076 **Payroll Clerk**, GlaxoSmithKline
• Collected and input data for special project for Payroll/Finance Department

- Prepared financial summaries
- Answered phone
- Filed

Action verbs should be used to describe experiences instead of weak statements like 'Responsibilities and Duties'. Employers expect applicants to show *how* they approached the job with examples of accomplishments.

Susan needs to proofread and edit her resume for typos!

Summer 2016 **Telemarketer**, Toronto Cabling

- Cold calling
- Input invoices

Susan could highlight her experiences as a Payroll Clerk and Telemarketer by using action verbs. Numerical outcomes and other accomplishments would make it more specific and appealing.

INTERESTS

Chair, Events Committee, ISA
In-School Mentor
Soccer-member and captain
Voted MVP for Laura Secord Senior Volleyball Team
Secretary, Laura Secord Student Council
Music and travel

Susan could organize and detail some relevant extracurricular activities in an 'Other Experience' section.

REFERENCES:

Miss Pino, Laura Secord Secondary School, (905) 539-9078
Mr. Tom Wong, Store Manager, Sportchek, (905) 569-0683

Rather than include references in her resume, Susan could provide references at the interview.

Susan has not effectively targeted her resume for the job posting. Her resume is very general and has a list-like appearance. Susan should link her work experience and skills to the job qualifications.