

VIJAY PATEL

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Vijay added his phone number and University of Toronto email address which is more professional

Summary

- Research experience: awarded A+ on independent research project at university.
- Experience with administrative duties including coordinating schedules and making appointments
- Over three years' experience providing customer service in a variety of environments; excellent verbal and written communication skills
- Self-motivated and goal-oriented; achieved daily sales quotas in a busy retail environment
- Strong time management and prioritization skills; successfully met multiple deadlines with both work and academics

Vijay included a "Summary" section at the beginning of his resume. Properly used, this section can catch an employer's attention and highlight the skills most relevant to the position that you are applying to. Vijay could, however, make his summary a bit more targeted and specific

Education

Honours Bachelor of Science, University of Toronto Mississauga 2016 - 2020
Majors: Biology and Psychology

Vijay removed his high school education diploma to focus attention on his related university experience.

Experience

Administrative Assistant, Oakville Medical Clinic 2018 - Present

- Respond to telephone calls in a busy clinic and schedule appointments
- Gather patient information, ensure all charts are complete and prepare new files in keeping with PIPEDA (access to personal information) legislation
- Prepare letters, invoices, meeting minutes, and inventory forms; monitor supplies and place orders when necessary

Sales Representative, GAP Square One Shopping Centre 2016 - 2018

- Greeted customers and suggested products suited to customer needs; regularly surpassed sales quotas
- Reconciled cash, prepared nightly sales reports and outcomes and established floats for morning staff on closing shifts
- Frequently called on to resolve customer concerns by other staff; authorized to delegate work to others on closing shifts

- *Vijay uses strong action verbs to replace vague terms such as "worked with", "responsible for" and "helped".*
- *Action verbs allow you to clearly describe your experience while building a connection with the reader by mirroring the skills identified in the job posting. He correctly reorganizes his experience in reverse-chronological order (most recent to least recent).*
- *Vijay incorporates details (exact duties) and outcomes (sales quotas surpassed, recognition by customers) to highlight his responsibilities and the impact of his efforts.*

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Research Assistant, Biology Department, University of Toronto Mississauga

Summer 2016

- Learned laboratory techniques and scientific methods to provide assistance to professors and graduate students
- Grasped new concepts and approaches to scientific research; demonstrated ability to *conduct* experimental research

Vijay identifies the knowledge and skills gained as an RA. This would be further strengthened with the addition of specific skills, techniques and procedures learned.

Volunteer Experience

Patient Volunteer, St. Michael's Hospital

Summer 2015

- Provided patients with their meals
- Assembled patients' charts and ran errands for hospital staff

Vijay Added descriptions for his volunteer experience

Additional Information

- Computer literate using MS Windows, MS Sharepoint, MS Word, Excel, PowerPoint, and customized databases
- **Member**, Erindale Biology Society, University of Toronto Mississauga, 2017 - 2018
- **Member**, Hindu Student Council, University of Toronto Mississauga 2016 - 2018

Interests: volleyball, canoeing, dance, tennis, reading, travel

While "Additional Information" can provide a way to include relevant information that does not require excess space or detract attention from your experiences most related to the job requirements, it is difficult for the employer to easily see what is included in this section because it is a combination of computer skills, extra-curricular activities and general interests. A more effective way to highlight your most marketable, related skills is to present them on the first page under a concise "Summary" that specifically addresses key skills/attributes required in the posting and by also using a "Related (or Relevant) Experience" section. This is demonstrated in Vijay's final, Most Effective Resume sample.