

Vijay Patel – Poorly Prepared Resume

VIJAY PATEL

459-3394 Mississauga Rd. N.  
Mississauga, ON L5L 1J7  
discoprince@sympatico.ca

*Vijay uses an unprofessional email address and has omitted a home or cell phone number for employer.  
Note that Vijay is inconsistent with his use of bolding throughout his resume, and doesn't use it to his advantage*

EDUCATION

**University of Toronto Mississauga (UTM)** June 2020  
Honours Bachelor of Science

Lorne Park Secondary School, Mississauga June 2016  
Ontario Scholar, O.S.S.D.

*As a university graduate, Vijay's high school education is not necessary.*

WORK HISTORY:

Sales Representative, **GAP, Square One**

- helped customers with needs
- responsible for cashier duties
- worked overtime during holiday season

*Vijay's points need to be more accomplishment-based or descriptive of his skills versus a list of responsibilities.*

Research Assistant, **UTM**

- worked with a biology professor
- used lab techniques to test samples
- an understanding of research protocol

*Vijay should be more specific and identify which lab techniques were used*

**Administrative Assistant, Oakville Medical Clinic** 2018 - present

- responsible for administrative duties
- addressed patient questions and scheduled appointments
- entered and updated patient information into database

*Vijay should pay attention to small details such as extra spaces, spelling errors, and his use of past and present tense verbs.*

VOLUNTER AND EXTRA-CURRICULAR ACTIVITIES:

2015 Volunteer, St. Michael's Hospital

*Vijay has not included enough description related to this position.*

2017 - 2018 Member, Erindale Biology Society, UTM  
Attended and helped out at events for club mem-bers

2016 - 2018 Member, Hindu Student Council, UTM

COMPUTER SKILLS:

Microsoft Office , internet (able to search medical journals and health-related databases ), email

*Vijay could specify the MS Office programs and journals/databases he has experience with. MS Office is not considered relevant unless he has advanced level proficiency in an area he knows the employer requires (e.g. Excel) since most employers expect all candidates to have basic proficiency with at least Word.*

HOBBIES AND INTERESTS: Sports, reading, and traveling