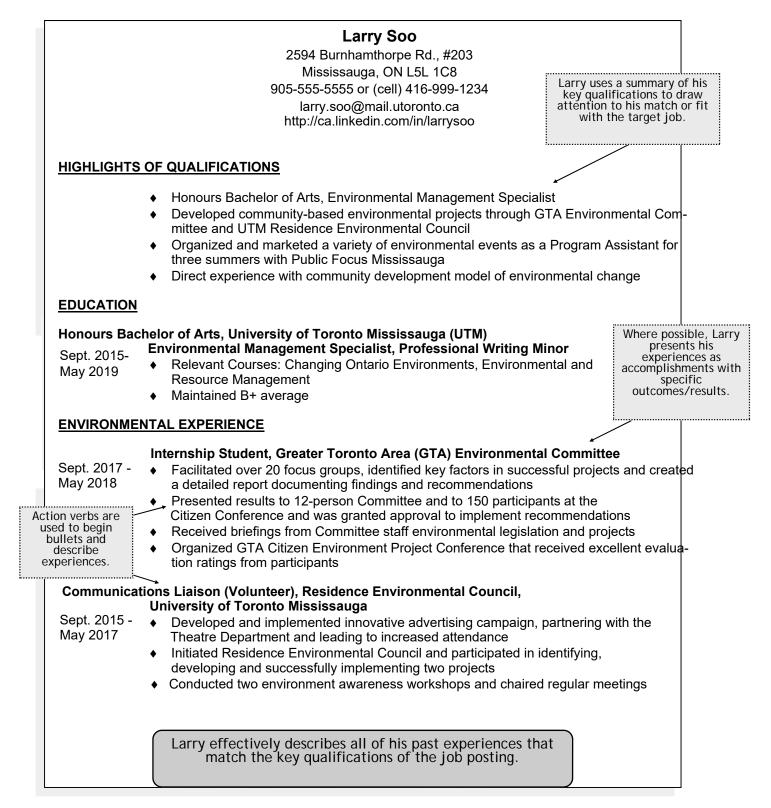
Most Effective Resume



			- 2-
	Larry Soo (905) 555-5555		
,		IENTAL EXPERIENCE cont'd	
Larry effectively highlights transferable skills including: organization, communication and time management under his "Other Experience" section.	Summers 2015-2016	 Tour Guide (Volunteer), Doors Open Mississauga Provided guided tours of Bradley Museum to over 200 visitors Promoted Doors Open Mississauga to media, schools and community groups through the creation of reports and fundraising proposals Wrote reports and proposals for event improvement 	
	ADDITIONAL EXPERIENCE Summer Varia Instruction UTM Contro for Physical Education Athlatics and Pages ation		
	2018	 Yoga Instructor, UTM Centre for Physical Education, Athletics and Recreation Instructed two weekly yoga classes for students and staff Received excellent evaluations from participants regarding ability to establish 	
		an inclusive, comfortable climate	Even though he assisted with the
	Sept. 2015 - May 2018	Front Desk Receptionist, UTM Residence	conferences,
		 Managed in-person and phone queries from residents, parents and prospective families 	verbs to describe the
		 Ensured safety policies were followed after hours 	work he helped with and avoids starting a point
	Summor	Conference Assistant, UTM Conference and Events Services	with the weak sounding phrase
	Summer 2015	 Coordinated and problem-solved issues related to space, accommodation and food services for 50 conference groups from 35-600 persons in size 	"assisted with".
	Group Leader and Counsellor, City of Mississauga Summer Camp		
	Summers 2015-2016	 Provided support and guidance to 10 Counsellors working with 250 children, ages 5-13 	
	2013-2010	 Organized special theme events and ensured smooth running of daily activities 	
	ACTIVITIES	S AND INTERESTS	Larry pays atten- tion to the little
		◆Member, OUT@UTM (2015-2017)	details. His "Activities and
		Travelled independently during two summers to India, Tibet and	Interests" come alive with
		Guatemala	descriptions of nternational travel
			destinations and outdoor recreation activities.
	Larry's resume targets the job posting well. He groups all his "environmental- related" experiences at the beginning to catch the employer's attention. Larry then groups remaining key skills in an "Other Experience" section.		
	Throu	ghout Larry's resume, he writes accomplishment-based statements by including specific results and outcomes.	

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