**ENG 114-Module 5**

**STUDENT RESUME CRITIQUE ACTIVITY**

**Instructions:**

**Using the sample resume provided below and the knowledge you have gained from your research and activities regarding selecting and developing a relevant resume document, apply your skills by critiquing the resume below. Use the track changes option in Microsoft Word found under the menu labeled REVIEW at the top of your screen. Select Track Changes from the toolbar and click TRACK CHANGES again. All of your recommendations should show in red. If you need to comment, click the NEW COMMENT button at the toolbar beside the item you want to comment on. Whenever documents are submitted to the Career Center for review, this is how we mark up customer documents and return them with feedback. You may switch between the mark up view or the final version with all recommended changes using the tool bar on your screen.**

\*Resume sample is purely fictional and is not intended nor does it represent a real person. However, it does contain actual resume mistakes made by most people.

**Hint: There are more than 25 errors in the document**



912 Windmill Dr. Lot 5 Phone (252)-811-0013, 516-887-0991

Richlands, NC 28574 Email: mommyof5innyc@ymail.com

Donna Denise Meshaw

**WORK EXPERIENCE**

**1998-Current CEO of Meshaw Enterprises**

* Budget a household of six coordinate schedules and transportation, organize, file, bills, paperwork, volunteer and various other duites.

**1996-1998 BLAT Title Agency Escrow Assistant**

* Scheduled client and realtor for closing dates. Processed files for closing, ordering payoffs, inspections and property inspections. Prepared closing documents and did general office duties.
* Full-time and then part time by 1998 before moving here.

**1996-1997 Adam and Eve Part time**

* Assisted phone customers with intimate apparel needs

**1977-1995 Jackson-Morrow Publishing**

* Assisted editors and customers with advertising and press releases

**1970-1977 University of Southern California**

* Maintained student records for over 6000 students. Scheduled appointments for faculty, coordinated graduation credit checks, prepared forms, course materials, exams, correspondence, general office duties.
* Repsonible for administering typing tests, background checks, keying in forms
* Performed graduation certifications, grade rolls, book orders, tests, publications, files and general office duties.
* Performed registration, student information, verified applications, typed a handbook for Chemistry classes

**EDUCATION**

**Rodondo Community College: one semester (didn’t graduate)**

**Colony Bay High School, Graduate of 1964**

**REFERENCES: Available upon request.**

“Just to be is a blessing. Just to live is holy.”