

A POOR RESUME

John Doe
386 Charles St.
Utica, NY 13501
(315) 772-4020

OBJECTIVE: Hope to get a position that utilizes my education.

Key

Qualifications: I am a fast learner
Know computers like Microsoft Word, Access, Excel
I can handle cash
People person
I am motivated and really want to do well.

Educiton: **Utica College**
BS in Management/Marketing, May 2011
GPA: 2.25
Proctor Senior H.S.

Experience: Hannaford Stores, Utica, NY 6/10-8/10
Grocery Clerk
Responsible for money
Stocked groceries
Responsible for cleaning up
I trained new people

5/09-8/09 VOLUNTEER
Summer Valley Hospital, Summer Valley, NY
Worked with the older population, in the elderly day care.
Planned activities
Worked in the gift shop

Personnel single, 20 years old, male, good health

Activities Soccer, piano, reading, Management Club

References: Jane Jones, John Smith, Robert Rogers

YOUR RESUME SHOULD NEVER LOOK LIKE THIS!!!