

## Oral and Written Communication – Bad Resume

200 Whit Pond Lane  
Warner Robbins Ga, 31088  
H - (478) 953-8623  
Email hotboy@whattheheck.com

John Student

### Objective:

To get a job with great benefets and good hours

### Education:

Macon High School      macoon, GA    1999-2002  
Plan to attend the University of Kentucky at Lexington in    Spring  
2003  
gpa -1.9

### Work Experience:

Server                      Aug. 2002                      Po Folks Restarant  
Warner Robins, GA

-Serve customers to the best of my  
ability to promote a harmonic working  
environment

### References:

David Miller, freind (478) 922-5781  
Becky Rhodes, mother (477-431)  
Billy Gregory, Former Potential Employer (575) 8458

## Interests/Activities:

none

## Volunteer Work:

Habitat for Humanity, Warner Robbins, ga

## Skills:

Word Processing Experience – 15 wpm

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The resume above is poorly done. List 10 things that are wrong.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## Soft Skills @ Work

