**Critiquing Résumés**

Evaluate the following résumé by listing at least 10 errors in its formatting and 5 weaknesses in its content. NOTE: This résumé is the type called *combination* (see [section 9.5](https://saylordotorg.github.io/text_business-communication-for-success/s13-05-resume.html) of [*Business Communication for Success*](https://saylordotorg.github.io/text_business-communication-for-success/)). When you have finished, check your answers by comparing them to the critiquing résumés activity answer key.

**Theodore D. Doremeus (“Teddy-Dee”)**

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**OBJECTIVE** A position in customer service, sales, or marketing at a large company.

**SKILLS**  People skills developed in a variety of positions involving the public:

* Customer services skills obtained primarily in food service.
* Enthusiastic with a positive attitude: friendly, polite and respectful
* Capable of working with minimal supervision and attention to details
* Strong interpersonal skills, ability to build rapport and establish trust
* I am a problem solver and team player with a strong work ethic
* Fluent and articulate in using the English language

**EDUCATION** Office Management Certificate Business Marketing Institute 2016

A.A. in Communications Tioga Community College 2017

**EMPLOYMENT**

**Manager’s Assistant** (full-time), Harvest Time Organic Food, New Holland, NY 2013–present

1. Greeting customers and use cash register to receive and process payments.
2. Wrap and place merchandise in bags and clean checkout counter area.
3. Stocking shelves, taking orders from customers, and provide great customer service

**Grocery Clerk/Cashier** (full-time),Harvest Time Organic Food, New Holland, NY 2008–2013

1. Packed customers’ purchases, priced items, and stocked shelves with merchandise.
2. Greeted consumers with positive attitude and provided great customer service.

**Bakery Helper** (full-time), Grand Union, Westminster, NY 2011–2013

1. Prepared dough for bread, donuts and sweet goods, and prepared muffins, cookies,
cakes, icings and frostings very accurately by following recipes.
2. Operated machinery, mixed and baked dough, produced outstanding original decorations.
3. Ensured that the quality of products always met established standards

**Dry Cleaning Assistant** (part-time), Hawthorne Cleaners, Hawthorne, CT 2005–2008

1. Provided light-duty cleaning duties, including disinfecting and polishing rooms
and appliances; stocking supplies area, dusting furniture and vacuuming carpet.

**Drive-Thru Window Cashier** (part-time), The Big Burger Store, Elmington, CT 2004