

## RESUME EXERCISE ANSWER KEY

NAME	STRENGTHS	WEAKNESSES
Wanda	Seems to be good working with people and shows initiative developing customer loyalty program. More full time work experience than Cathy and Henry.	Job-hops. Reading between the lines, why did she move from an assistant manager's job back to an entry-level job between Johnson's Hardware position and the Kline's Family Place position? Was there another issue after her Yodel's Family Restaurant job since there is a time gap? Why is her email address robertcurtis@compweb.com?
Jackie	Hard worker, worked summers during high school. Used her work during the summers to get a job in the same industry but with more responsibilities. Flexible, worked with management to fulfill need on summer job. Good computer skills. Continuing her education.	She has more responsibility in her current job, but she does not have a supervisory title. Maybe she is a little timid. Will have to see during interview.
Frank	Has a sense of humor (look at his e-mail address). Appears to have people and sales skills. Did not have to mention the selling part of his phone representative job, so mentioning it may indicate an affinity for selling. Also, in his own business he does the selling while someone else does the on-going maintenance.	Has a sense of humor. Is it appropriate or could it be misplaced in the work environment? Will have to interview to see. How much of a distraction will his part-time business be? If it takes off, will he go into it full time? Should not be objective.
Marqus	Shows career growth. Used his first job at ABC Plastics to get a job at the bank and in one year was promoted to assistant manager. Now working on projects that will continue to get him noticed and continue to help him grow. Knows budgeting.	Have to see if his expectations and career growth goals are in line with the position being offered. If promotions are not as fast as he would like, will he leave the company to find better opportunities elsewhere? Will need to interview to find out.