

## VIEW FROM THE OTHER END

**Customer:** BETTY BOOPER  
**Document Type:** RESUME  
**Job Class:** HIGH SCHOOL/CLERICAL  
**Date Completed:** 1/1/2000

	YOUR		REFERENCE (BELOW)
	MAXIMUM	SCORE	
Relevant/Accurate Information	20	12	E,H,I,L
Appearance	15	7	J,K
Organization/Flow	15	14	
Grammar/Spelling	15	11	D,F,G
Length	10	2	B,C
Is it Interesting?	15	8	A
Attitude/Political Correctness	10	8	
Meets Requirements (If Provided)			
Other (Extra Credit/Demerit)			
	<b>62%</b>	<b>100</b>	<b>62</b>

### COMMENTS (REFER TO MARKED-UP COPY OF YOUR DOCUMENT)

- A- "Your "objective" would immediately create a negative image in my mind; it's close to the ultimate in meaningless clichés. What do you really want? Relate it to the employer so it sounds like your objective is to work for them.
- B- Everything crossed out is worthless BS. Better to leave it out than to have it clutter up your document.
- C- Too much white space- here and elsewhere. Make your margins much smaller.
- D- Your prior history happened in the past. That's why you should use the past tense in discussing it. Say "included," not "include." It looks like you cut and pasted this from your former job descriptions.
- E- The Assistant to Branch Manager assists with managing a branch bank facility? Really? Doh! Either delete this sentence or put in something meaningful.
- F- You were managing the cash, not the cash flow. You had no control of when it came in.
- G- This sentence grammatically doesn't make sense. You might say "...sent out/documented incoming..."
- H- This is worthless unless you took some in-depth classes from a well-known vendor.
- I- Make them ask for references. That's a signal that they are interested. Otherwise it just takes up space. The only exception would be if you are fairly sure that someone involved with your hiring actually knows one of the references.
- J- Font needs to be larger.
- K- For a job requiring a college degree I would immediately shitcan a resume that uses a canned template. For a high school-level position, you would still be in the running but it's really tacky. Take the time to type it yourself.
- L- Listing your computer skills is good, just be prepared to back up your statement if they give you a test.

## GRADING KEY

**93-100:** You've got this down. If you don't get an interview, this document is not the problem.

**85-92:** Not bad. Fix the things I marked and you've got a good shot.

**77-84:** There are flaws that can bar you from consideration for jobs having a large candidate pool. Need to bump it up a level.

**70-76:** You've descended into iffiness. You need to spend some time and focus on this. Get input from someone who's better at this than you are (they shouldn't be difficult to find). If this document is used as a tiebreaker, you lose.

**60-69:** You will get an interview only if the employer is in a mode of sheer desperation. You will eventually find a job if you're shotgunning applications out by the hundreds, you don't care where you have to move to, and you see job satisfaction as being equivalent to getting a paycheck. Otherwise, you've got major work to do.

**50-59:** Unhesitatingly, unceremoniously shitcanned.

**40-49:** Route to the shitcan is interrupted as this document is passed around the office for "Who Can Find The Most Errors" contest.

**0-39:** You obviously don't get the concept of what the application process is all about. Seek professional help.

JV

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Marion, IN xxxxx  
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# Betty Booper

## Objective

A →

A challenging position which will utilize my skills and abilities in a company with growth opportunities.

## Summary of qualifications

B →

**Offering-** Over ten years of experience in banking; familiarity in teller operations, bookkeeping, and extensive customer service... A track record of outstanding performance, conscientious application, reliability and loyalty in past positions... Demonstrated ability to work with the public with efficient and effective communication at all levels of interaction... Strength in completing multi-faced tasks within time frame... Willingness to learn and effectively follow through to goal... Highly motivated, accurate, and precise in attention to details. Proficient in use of computers and various applications including Microsoft Word, Excel, and Publisher as well as QuickBooks.

C

## Work experience

4/2008-Present

**Jonesville State Bank & Trust**, Springfield, IN xxxxx

Loan Officer

Duties include all aspects of lending including residential real estate, consumer and commercial. Working closely with customers, real agents and others throughout the loan process. Working aggressively to build customer relations and personal customer base in the Jonesville market.

10/2002-4/2008

**Farmers State Bank**, Jerseyville, IN xxxxx

Loan Officer/Freddie Mac Underwriter

Duties include all aspects of lending including residential real estate, consumer, and commercial/agriculture. Working closely with customers, title companies, and other loan officers to ensure accurate and timely real estate closings. Underwrite and maintenance Freddie Mac loans for other loan officers and myself.

Assistant to Branch Manager

Duties include assisting with all areas of managing a branch bank facility. Assisting other employees with training and supervision. Employee scheduling. Acting a branch manager during vacations and days off.

Loan Secretary

Duties include all aspects of real estate loan applications, loan documentation, updating and reviewing real estate loan files. Working closely with the loan officers to ensure that all materials have been

D

KE

D

1/1996-11/2002

obtained for loan closings. Handle customer inquiries and general clerical duties.

**Bank of Casper County**, Hardy, IN xxxxx

Bank Teller

Duties included computing figures with speed and accuracy, maintaining proper activity in customer accounts, operating computer to retrieve processed data, controlling and supervising large amounts of cash flow and obtaining accountability of transactions.

OF

Bookkeeper/Proof Department

Experience with various general bookkeeping functions, reconciling bank statements and accounts, and processing reports. Prepared proof entries and sent out, documented incoming and outgoing wires.

G

Secretarial/Loan Collections

Conduct all phases of office procedures: filing, typing, answering phone, handling loan collections and statements. Perform general clerical duties.

D

**Education**

**Jonesville Community High School**, Jonesville, IN xxxxx /Graduated 1995

Freddie Mac Underwriting	May 2003
Freddie Mac Loan Prospector Class	May 2005
Freddie Mac Underwriting	May 2005

H

As well as continuing education in all areas of banking to keep up to date with changing policies.

Personal References:

Lisa Loopy  
Carmen County Treasurer  
RR#1  
Moorhead, IN xxxxx  
xxx-xxx-xxxx

Penny Jax  
RN/Jonesville Community Hospital  
17279 Wartime Road  
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xxx-xxx-xxxx

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xxx-xxx-xxxx

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Certified Physical Therapist  
178 Crooked Creek Road  
Fifedom, IN xxxxx  
xxx-xxx-xxxx

Shaun Woo  
22002 Elm Summit Road  
Jonesville, IN xxxxx  
xxx-xxx-xxxx

I