

## 作文题（50 分）

第一题 传统的邮件题目

第二题 给你一一份简历让你去修改其中不当的地方

<b>James K. Wislo</b>	1628 Rossi Street Boise, ID 83706	(208) 555-2697 jameswislo@mail.boisestate.edu
<b>Objective</b>	Entry-level position as a general assistant	
<b>Education</b>	Boise State University, Boise, ID BS in Biomechanical Engineering Current GPA: 3.1 Expected date of graduation: August 2014 <i>Related course work</i> Skeletal Development and Evolution Biomechanics of Movement Basic Mechanics I Technical Communication	
<b>Employment</b>	1/2010–present (20 hours per week): Custodial and maintenance <i>Boise State University, recreation center, Boise, ID</i> <ul style="list-style-type: none"><li>• Install and maintain soap dispenser machines.</li><li>• Treat all floors (wooden and linoleum) with appropriate chemicals.</li><li>• Pressure-wash showers and sauna using TENNANT 750 machine.</li><li>• Report damaged equipment in the building.</li><li>• Report any shortage or lack of cleaning detergent and equipment.</li><li>• Organize daily and weekly cleaning schedule.</li></ul> 10/2009–1/2010: Food server <i>Aramark Food Service, Boise, ID</i> <ul style="list-style-type: none"><li>• Serve food across counter.</li><li>• Prepare all condiments to be served.</li><li>• Clean kitchen and eating area after regular open hours.</li><li>• Act as a liaison between students and chef: report on likes and dislikes of students.</li></ul>	
<b>Honors</b>	<ul style="list-style-type: none"><li>• National Dean's List, 2009–2010</li><li>• Awarded \$4,500 GEM scholarship from Boise State University</li></ul>	
<b>Activities</b>	<ul style="list-style-type: none"><li>• Member, Boise State University international student organization</li><li>• Certified CPR Instructor, American Red Cross</li></ul>	
<b>References</b>	Available upon request	