

# Resume Reduction Exercise

## Handout 2

**You received a request from a reporter for a copy of Michael Scott's resume. Michael is a current state agency employee. What information must you redact as private personnel data?**

# Michael G. Scott

123 Dunder Road, Scranton, PA 18503 • Phone: 123-345-5678 • Email: michael.scott@gmail.com  
SSN: 111-11-1111 • Race: Caucasian • Sex: Male

## Objective

To work in a friendly and challenging work environment; a place where dreams come true.

## Experience

2016-present	State of Minnesota	St. Paul, MN
Manager of Paper Distribution		
<ul style="list-style-type: none"><li>• Reviews reports</li><li>• Manages a fully remote team of employees</li><li>• Oversees paper distribution to the State of Minnesota</li></ul>		
2000-2016	Dunder Mifflin	Scranton, PA
Regional Manager		
<ul style="list-style-type: none"><li>• Answered phones and responded to emails</li><li>• Took notes at meetings</li><li>• Awarded Regional Manager of the Year</li></ul>		

## Education

1990-1994	University of Minnesota	Minneapolis, MN
Bachelor of Arts in Marketing, 1994		
<ul style="list-style-type: none"><li>• GPA: 3.5</li><li>• Academic scholarship</li><li>• Dean's list</li></ul>		

## Activities and Outside Interests

- Married
- Parkour
- Being an entrepreneur
- Team activities

## References

- Jim Halpert, [Jim.Halpert@gmail.com](mailto:Jim.Halpert@gmail.com)
- Dwight Schrute, [Dwight.Schrute@gmail.com](mailto:Dwight.Schrute@gmail.com)