

Writing the resume that puts your best foot forward

By Chris Norred
Of the Emerald

Employment prospects today are fewer and further apart than in the past. Many of the best career opportunities for new graduates are in other cities, other states and other regions.

Thus, the job-seeking college student finds it necessary to apply far, wide and often in order to catch a chance at the best opportunities available. This quantitative method of job hunting requires that the first impression of the applicant, for most prospective employers, must come from paper — a letter and a resume.

Entire books have been devoted to the topic of resume writing. At least three very useful resume guidebooks are available in the University Main Library: "Your Resume: Key to a Better Job," by Leonard Corwen; "How to Write Better Resumes," 2nd edition by Adele Lewis; and "The Perfect Resume," by Tom Jackson. Each of the books is packed with information and advice on how to write the best resume to get the job you want.

Another good place to get information and personal help on resumes is at the Career Planning and Placement Service in Hendricks Hall. The service distributes information booklets titled "Job Search: A Guide for Success in the Job Market," which include several pages of guidelines for resume writing. The service also holds resume writing workshops each week.

The following important points in resume construction were derived from a survey of

the available materials:

The practice of resume writing began after World War II due to the expansion in the work force and commercial industries. Resumes were necessary as a means to screen the numerous applicants with whom personal interviews were impossible.

For the employer, a resume accomplishes three objectives: it screens out the completely unqualified applicants, it familiarizes the employer with the applicant before the interview, and it allows the employer to consider positions for which an applicant is most qualified.

For the applicant, a resume serves many useful purposes. It saves time and travel for unfruitful interviews. It requires the applicant to think about personal strengths and weaknesses useful in selecting a job.

It is simpler, shorter and easier to prepare than a detailed description of one's past. It helps applicants get organized for interviews. It eliminates time-taking background questions in an interview. And it eliminates the temptation to exaggerate about one's past during an interview.

Generally, resumes contain the following categories:

PERSONAL IDENTIFICATION: Include name, address, telephone number. An alternate telephone number (parents or friend) where a message can be left is a good idea.

POSITION SOUGHT, or CAREER OBJECTIVE: Be as specific as possible.

EDUCATIONAL BACKGROUND: Include name

of college, degrees earned, major, minor, date of graduation, G.P.A. if better than 2.7 (the national average). Be discrete when deciding what to list. Not all of the above information is necessary or even helpful for every application.

EMPLOYMENT EXPERIENCE: Emphasize any relevant experience. Condense unrelated experience. List employment experience starting with the most recent and working backward. Briefly describe relevant experience using action verbs.

MISCELLANEOUS INFORMATION: Include extracurricular activities, personal data, outside interests and hobbies, military or draft status. This category may be divided into separate categories for each listing.

REFERENCES: Some sources condone listing references on a resume for immediate availability to the employer. This will help when who you know is as important as what you know.

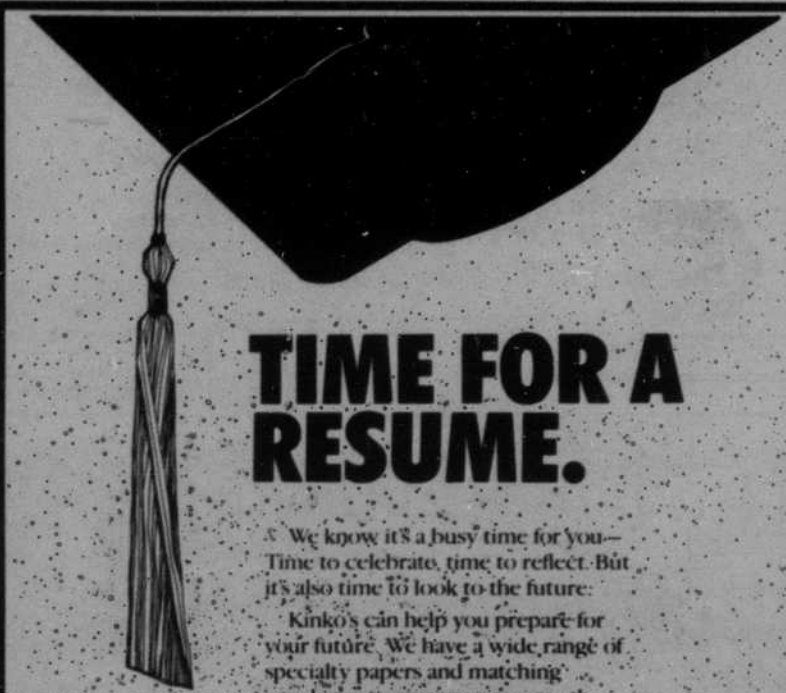
However, other resume experts believe listing references may result in unnecessary bother for the references or pro-

blems for the applicant if references should change while a prospective employer holds the resume. If references are not listed, a resume should state, "References available upon request."

In any case, all sources stress the importance of using only those references that are sure to give a good report and never taking a reference for granted. Always call potential references and ask their permission prior to listing them, and alert them

that a potential employer may call.

FORMAT and MAKE-UP: In the past it was recommended that each resume be typed individually to show the employer special concern for that job. Today that is no longer practical because a job-seeking college student may send out more than 100 resumes. High quality photocopied or printed resumes are used most often today. A personal touch is usually added with a cover letter.



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How to get an interview with a campus recruiter

Students do not always have to go searching for an employer. Often, prospective employers come to the University in search of qualified people to fill their positions.

Campus interviews are organized by the University Career Planning and Placement Service. Early each term, the CPPS conducts an orientation session. Participants complete registration forms and receive packets of bid cards, which are valid for interviews that term.

A schedule of campus interview recruiters is listed in the Et al. section of the Oregon Daily Emerald. Students can decide which interviewers they are interested in and then submit bid cards at the CPPS in Room 244 Hendricks Hall one week before the interview.

Bids are screened according to the student's qualifications for the position and the priority number on the bid card. Ties are resolved by random choice.

Students whose bids are selected can schedule an appointment for an interview and read information about the employer at the Career Information Center, room 221 Hendricks Hall. On the day of the interview, students should check in at the reception desk in 244 Hendricks Hall at least 10 minutes before the scheduled time.

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