

Guide for writing resumes

The need for a good resume. A well-developed visually attractive resume can be an invaluable asset in a job search. Often the resume is the first impression the employer obtains of the applicant and thus is a significant advertisement for talents and abilities. Considerable time and effort should be given to its compilation.

The objective of the resume. The objective of the resume is not to get a job but to obtain an interview. Keep in mind who will be reading it and what he will be looking for. Chances are that the person reading the resume will not have time to labor through several pages of detailed information. At this point the employer does not want a comprehensive life history and background—he does want a clear, concise, and brief summary of qualifications. The resume, therefore, should be limited to one page with a second page added only for ten years or more of full-time experience. The applicant's goal through the resume is to attract sufficient attention to create an interview opportunity.

Content. Each individual brings different and unique qualifications, abilities, and objectives to a potential employer. Thus, each resume should be different as each person is different. Design the content to emphasize strong points and accomplishments and de-emphasize weak points. Certain basic information,

described below, should be included. However, the amount of space devoted to each category and the order in which it appears is a matter of choice.

(1) **Identification.** This section includes name, address, telephone number and area code.

(2) **Job Objective.** For those with a little or no full-time work experience, the development of a concisely described job objective may be the most difficult task in compiling a resume. The job objective should be specific enough to show that considerable thought has been given to career planning. It must also be flexible enough so that it does not preclude consideration for related job opportunities or interest. Type of job, type of industry or employer, size of employer, short range career goal, and long range career goal exemplify general topics which should be mentioned.

For those with a definite area of specialization, the job objective is usually well-defined if it is an extension of present or immediate past work experience. However, if a change in specialization or career field is planned, the job objective should reflect how past accomplishments and abilities relate to success in the new area.

Experience. For the new graduate with little or no full-time professional level work experience, it is important to include part-time and



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summer jobs—even if the type of work has no bearing on academic or

career plans. The employer is interested in how time was spent while in

college and the extent to which a contribution was made to college expenses. Regardless of how inconsequential the experience may seem to the chosen career field, try to mention briefly some general positive contribution that the work experience provided. For alumni who have had full-time, college-level work experience, this section becomes increasingly important as a reflection of capability and potential. The descriptions of experience can include name of employer (last job first), inclusive dates, job titles, and a brief description of responsibilities. Since names and dates of employment are required on application forms, this information does not have to be in the resume. More important is to include the types of experience and skills that have been developed.

(4) **Education.** With last school attended listed first include name of college and location, inclusive dates of attendance, degrees received, major areas of specialization, and academic honors received (including scholarships). Unless there is a particular reason to do so, do not include high school data.

(5) **Personal Data.** This section can include height, weight, date of birth, marital status, number of dependents, and condition of health. Do not include race, religion, or a

picture in the resume. Names and ages of children are also unimportant.

(6) **Other information which may be included when appropriate.** Professional affiliations and qualifications—also mention leadership positions held.

Literary accomplishments—in standard bibliographic form. Early background—only when it relates to type of work sought. Personal interests and activities—including hobbies, clubs, organizations, volunteer work, etc. Keep in mind that this information provides a well-rounded profile of the type of person you are.

Basic guidelines for describing a resume—Eye appeal and layout:

1. Use creativity in layout, dividing lines, white space, and margins for optimum graphic appeal—by being "eye-catching" a resume may separate itself from the others in the morning mail. If you are in a creative field (e.g., advertising, journalism, art, etc.), be as innovative as possible, using the resume as a medium to demonstrate ability.

2. If desired, have the resume reproduced by offset printing to look like an original typed copy. Fifty copies are usually available for under \$6.00.

3. Use good quality paper, 8½ x 11 inches, for convenience in filing and record keeping.

Where the jobs will be in the 1980s

Individuals with strong technical scientific and business skills will be in demand in the 1980s. College graduates with liberal arts backgrounds will find the job market tough and the salaries low. Studies show that demand for graduates with engineering degrees has increased considerably, especially at the Master's and doctoral levels. Jobs are also plentiful in science, math, and technical areas. The highest starting salaries are in the Engineering fields. With little or no experience companies are offering \$24,000 to \$28,000 a year for electrical, chemical, mining and petroleum engineers with bachelor's degrees; \$27,000 to \$32,000 for engineers with Master's degrees; and approximately \$35,000 for engineers with Ph.D.s. With 4 to 6 years experience engineers can make over \$46,000. Degrees in business with emphasis in accounting

and management usually command a starting salary of \$25,000 to \$27,000 annually. Actually higher salaries are earned by those with technical undergraduate degrees. Some experts say success in a financial career with out an MBA is hopeless or impossible for minorities.

In the computer field opportunities are unlimited. In many cases starting salaries for computer professionals are lower than engineers, but the demand for computer scientists probably will remain for the next 10 or 15 years. The average starting salary is about \$22,000 annually. With a PhD, the starting salary for computer specialists can be \$47,000.

Presently the employment picture looks bleak. Both the private sector and the public sector has suffered from the recession. President Reagan's budget cuts have hurt social

programs and the black professionals who administer them. Many of the administrators and managers have social science or liberal arts background which are not in demand at the present. Because of this demand, many are advised to upgrade their skills. Employers are looking for people with skills and training in accounting, finance and in the computer sciences.

Job opportunities are more plentiful for blacks in large urban areas. Also, politically and socially, blacks tend to fare much better in large urban areas. In California the demand for computer scientists and engineers is great. Many large corporations will continue to pursue affirmative action goals. The time when companies hired individuals because they were female or black has come to an end. They are now being hired because they have skills.

Now comes Miller time.

Miller Brewing Co., Milwaukee, Wis.

*Distributed locally by Miller Brands, Inc.



MULTNOMAH COUNTY OREGON

BUSINESS OPPORTUNITIES WITH MULTNOMAH COUNTY

If you choose a business career...

Multnomah County has a Minority and Female Business Enterprise Program

• Less Red Tape:

Multnomah County is accepting the City of Portland's MBE and FBE certifications

MORE BUSINESS OPPORTUNITIES:

- * To bid on construction projects
- * To sell supplies
- * To render services
- * To provide professional services

To find out more about these business opportunities and to learn how and what Multnomah County buys each year Please also contact our Purchasing Division:

SHERRY JACOX, DIRECTOR/MBE OFFICER

OR

DON EICHMAN, ASST. DIRECTOR/MBE OFFICER

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