

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.

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

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 de-

pendents, 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.

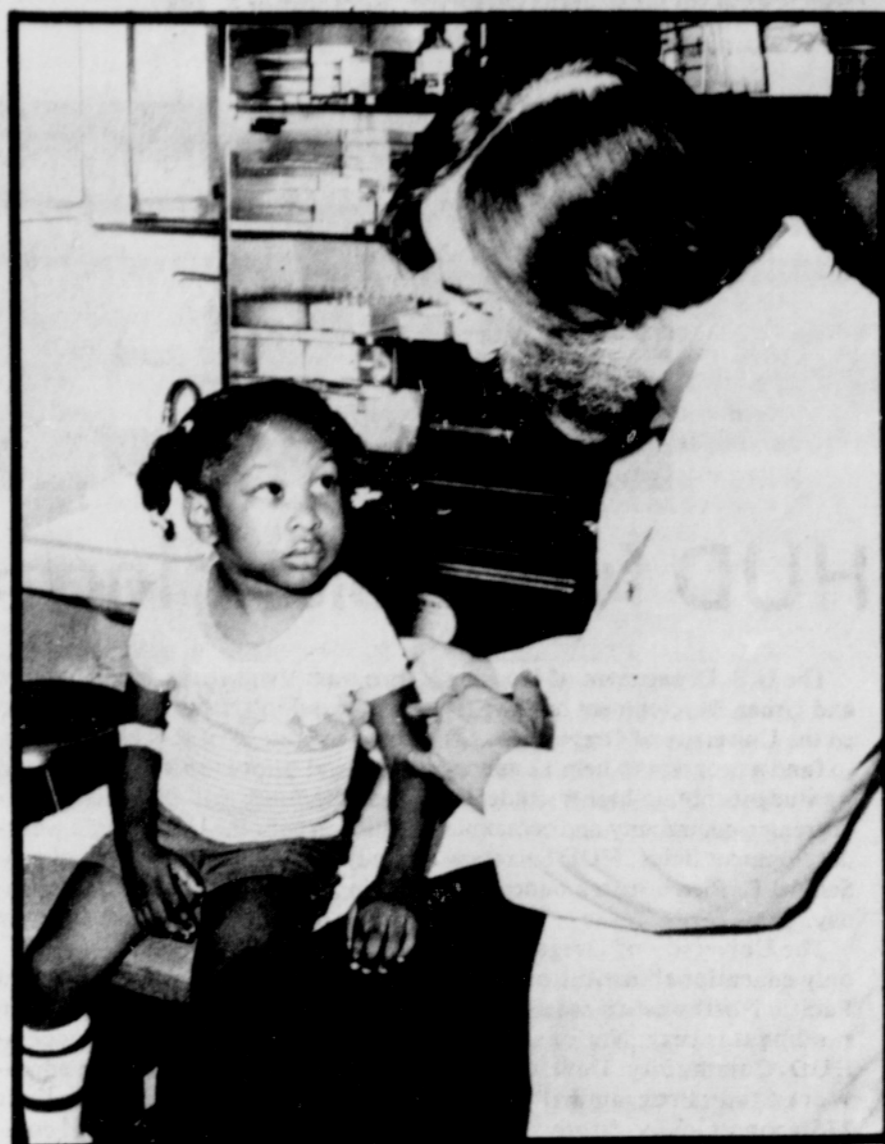
Literary accomplishments—in standard bibliographic form. Early background—only when it relates to type of work sought. Personal interests and activities—including hobbies, clubs, organizations, volunteer work, etc. Keep in mind that this information provides a well-rounded profile of the type of person 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, 8 1/2 x 11 inches, for convenience in filing and record keeping.



There are rewarding futures in the fields of medicine for those who want to serve mankind.

PCC offers career training

Fall term registration is underway at Portland Community College's Cascade Campus with a great variety of credit and noncredit classes available, some for the first time. The campus, located at 705 N. Killingsworth, has expanded its offerings for the 1982-83 academic year and includes 24 college transfer programs and 13 career programs leading to associate degrees or certificates.

Introduction to Microelectronics and Electrical Fundamentals will be introduced at the Cascade Campus during fall term as PCC launches its new two-year degree program in Microelectronic Process Technology. Prerequisite courses are required for this highly technological program and department placement and advising is necessary prior to registering for the courses.

Selected Topics in Natural History-Oregon is one of the many biology classes offered for credit at the Cascade Campus.

Commercial art classes including advertising lettering, graphic design, commercial illustration, plus an evening credit course in airbrush illustration will be offered as well.

Among classes offered in the community this fall, PCC will present an aquatic series at the Salvation Army swimming pool located just one block from the Cascade Campus. Adult classes will include Aquatic Exercise, Beginning Swimming, Water Hockey and Water Polo. Two sections of Scuba Diving and a Swim Conditioning class are also available.

Introduction to Small Computers and Basic Language-Small Computers will be offered evenings for non-credit at the Ockley Green School. Solar Energy for Renters

and Homeowners, Emergency Medical Technology for pediatric emergencies, Community Jazz Ensemble and Coed Backpacking are just some of the additional classes available through PCC Community Services.

Fall term schedules are available at all local libraries and PCC locations and most fall term classes begin the week of September 27. For information on specific classes offered at PCC's Cascade Campus, call 283-2541. In many instances, class registration may be done by mail or by telephone.

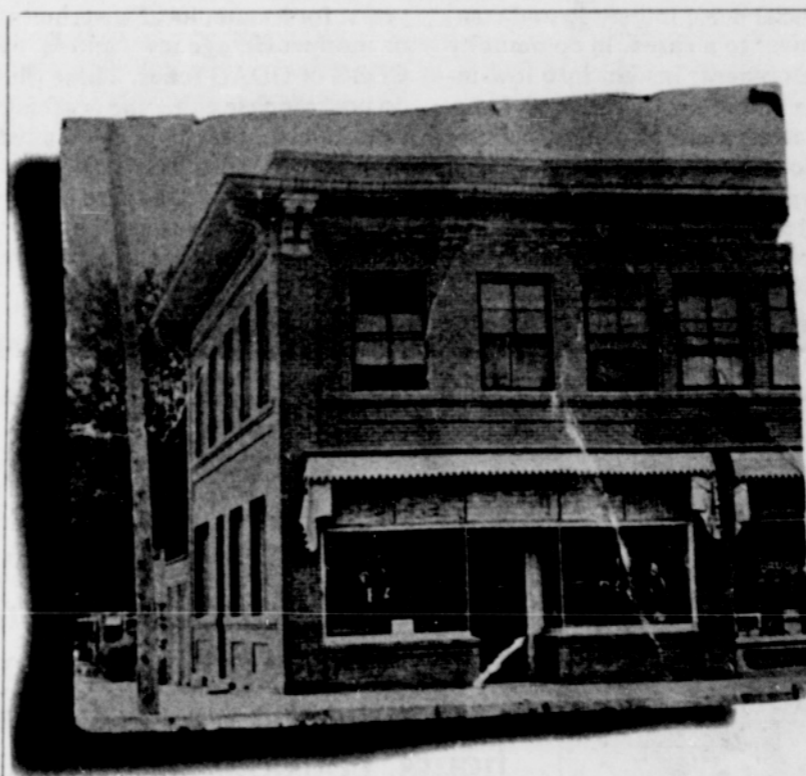
**Portland Community College offers
JOB TRAINING
Cascade Campus, 705 N. Killingsworth
**** HOT JOB MARKET PROGRAMS ******

Computer Service Technology • Nursing Assistant • Office Administration
Microelectronic Processing Technician • Electronic Service Technology

**** FREE JOB DIRECTION ****

Women Back-to-School Day - September 2
Pathway to Jobs Workshop - September 7 to 10
Career Cycles (What, Where, When of Job Finding)

**** CALL: 283-2541 ****



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THE BANK THAT MADE MILWAUKIE FAMOUS

1909 wasn't the best year to start a bank. Times were tough.

It took astute financial management just to survive. But survive we did.

And today, the unassuming bank that started in Milwaukie, Oregon, has become a network of 44 branches, from Eugene to Portland.

Our modest, original assets have grown to over \$600 million.

And the bank that used to be First State Bank of Milwaukie has become one of the biggest financial organizations in the state: Pacific Western Bank.

But if the past is any indication of the future, you haven't seen anything yet.

PACIFIC WESTERN BANK
You haven't seen anything yet.

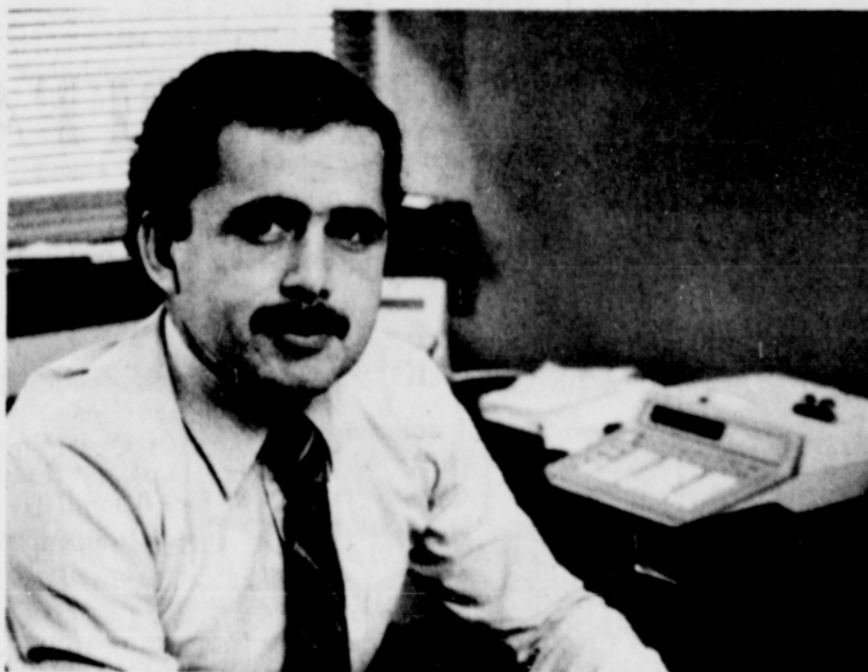
Let Experience Work For You

It isn't easy moving up in the business world. Or moving most anywhere, for that matter. But it can be done. Ask Humberto Carlos — "Tito" to those who know him.

The road that brought Tito into his current work as Business Manager for KPTV took patience and determination. The patience to maintain direction despite unexpected detours, and the determination to gain experience wherever it could be found.

A boyhood in Peru changed overnight when Tito's parents relocated to Chicago. The new language, new customs, new schools — all had to be adjusted to. Tito thrived on the challenges, however, and with time was himself helping other students manage. He also held on to a variety of jobs during those years, but could not complete college just yet in order to work for the support of the family.

After Army service, Tito returned to work. He also entered business college. With his diploma, and the



developed ability to work well with others, he took positions in Mexico City and Los Angeles, where his experience with television business operations began. Recognizing and pursuing opportunities as they

arose, Tito eventually came to the Northwest and KPTV.

Despite his professional standing, and the obligations of providing for his own family now, Tito continues to pursue coursework at a Portland

university. He admits that experience dictates more of the available jobs these days. But he also sees how necessary technical skills and knowledge continue to be, and school is still the most dependable place to acquire them.

Yet also for Tito, "Learning to understand and listen to people is an indispensable business tool." And in the media, though office assignments may be one's speciality, working with a wide range of personalities is expected. Good preparation helps in any occupation, so, "Don't limit yourself to localized experiences — meet all sorts of individuals and groups — become more outgoing and interested in others." With such exposure, every opportunity can become an advancement.

There are as many backgrounds as there are people, but no matter what your experience you can find ways to make it work for you. To find out opportunities the television industry has to offer, contact KPTV's Personnel Department.

