

an effective, practical guide

can sell yourself, salary won't be a problem.

4. Don't state religion, national origin, or political affiliation. The recipient of your resume may well have contrary beliefs or views.

5. Don't try to sell yourself by emphasizing vital statistics such as age and appearance. Sell what you have accomplished so you will create the right impression.

6. If you have had previous employment (other than summer jobs), don't try to explain the reasons for leaving. It is almost an impossible task to make them sound credible. Save the explanations for your interviewer's questions.

7. Don't be cute or use gimmicks in your resume format. Present your information in a logical, straightforward way, using a businesslike approach.

Type the information neatly, on white 8 1/2 by 11-inch bond. You can reproduce your resume with a Xerox or similar copying machine as long as it produces clean and legible copies, although offset copies are preferable and may be obtained from most copy centers at a relatively low cost in quantities of fifty or more.

There are several types of resumes that you might want to consider in presenting your data. Each may have unique capabilities for you, depending on the circumstances of a given job situation. The three most logical types of resumes are: (1) biographical; (2) results-oriented; and (3) the letter resume.

The biographical

The standard biographical resume provides information in a very logical sequence and is probably best suited to the average new graduate who has had neither a great deal of work experience nor work directly related to the discipline studied or degree granted.

The functional

The functional or results-oriented resume includes all the data of the biographical resume but provides an

opportunity to spell out specific achievements in particular jobs or organizational functions. This is the least effective format for those with little professional work experience.

The letter resume

The letter resume lifts certain key items from one of the resume formats and presents them in a narrative form. This may be the weakest of the formats for a new graduate, because with little experience to sell there isn't too much opportunity to elaborate and still be brief.

The good resume spells out an objective without being overly specific. It points up the highlights of an educational career. It specifically clarifies responsibilities and quantifies them, gross sales, supervised three employees, and so on. Summer jobs are described, reflecting increasing responsibilities and interpersonal aspect from working with customers in sales as well as demonstration work.

To do the most effective job in preparing your resume and also as a supplement to the self-analysis process, you may well find it time well spent to first write out in some detail all the information you can about yourself and your qualifications:

1. Personal data: vital statistics, health, outside activities (organizations and memberships—professional social or campus-related).

2. Educational background: Degrees awarded or pending, awards received, continuing education activity, assistantships; scholarships.

3. Unique qualifications: language fluency, specific communications ability (written or oral), military experience, foreign travel.

4. Duties, responsibilities and accomplishments: List these for all jobs, regardless of importance. Emphasize responsibilities (people, money, property); reports written; project assignments; and other significant tasks.

First try to cover everything, and worry about refining it to the recommended one or two pages later. The idea is to recall everything and then sort out the essential elements to include on the final resume. Every job you have ever had is important, particularly if it was in a business environment and involved other people.

Some further insights into the problems people have in preparing resumes are provided by a recent survey of members of the Employment Management Association (a national association of professional employment executives), which pointed out that some of the major complaints about resumes are:

1. Sloppy appearance; typographical mistakes and generally little eye appeal.
2. Grammatically unclear style.
3. Not enough emphasis on accomplishments, abilities, and skills.
4. Too much information of little or no interest.
5. Lack of dates, titles, and names of employers.

Labor laws reinforced

The U.S. Department of Labor's Employment Standards Administration (ESA) recently reminded agricultural employers of their responsibilities under federal child labor regulations.

Joe C. Garcia, regional administrator for ESA in Seattle, said the Fair Labor Standards Act (FLSA) gives the department broad powers to regulate the employment of minors under the age of eighteen years.

Employers who violate these protective restrictions may be subject to civil money penalties of up to \$1,000 for each child improperly employed, he noted.

The basic minimum age for agricultural employment subject to the FLSA is fourteen years, Garcia said, except that twelve and thirteen year olds may be employed with written parental consent. Youths

under sixteen years of age may not work in any agricultural occupation declared by the Secretary of Labor to be hazardous.

In addition, no minor under sixteen years may be employed during school hours for the district in which he resides while working.

However, minors of any age may be employed in any occupation and during school hours by their parents on a farm which the parents own or operate.

Garcia noted that some exceptions may apply in specific circumstances, and urged persons needing more detailed information to contact the nearest office of ESA's Wage and Hour Division.

The Portland area office is located in the Federal Building at 1220 S.W. Third Ave. and can be reached by phone at 221-3057.



North Portland resident Lynda Walker shows pupilometer she received from Silor Optical, Burbank, California. Walker, who graduates in June from Portland Community College's two-year Optical/Technology program is this year's outstanding optics student at PCC. She is employed at Aloha Optical.

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