
How to write that results-getting resume

If you are seeking a professional, technical, administrative, or managerial job, you will need a resume. One is also needed in applying for many clerical and sales positions. An effective resume "gets your foot in the door." It often leads to personal interviews that you might not otherwise have.

Your inventory chart should contain all the information you need to prepare your resume. You now have to select, arrange, and organize this raw material in the way that best relates your background to the job you seek.

Your first task is to select the data you want to use. Ask yourself: Which parts of my training and experience are relevant to my job goal? Which parts, if any, are unrelated? Give all pertinent details about the positions that relate to your goal. But be brief in listing unrelated jobs; they are of little interest to a prospective employer.

Next, you must arrange the information you have selected. To catch an employer's attention, plan to list your best qualifications early in your resume. Ask yourself: Is my work experience the most important part of my resume? Or will an employer be more interested in my education and training?

You can organize your experience in one of two ways—by job or by function. You may want to look over the suggested outline and sample resumes before you decide which one presents your work experience better.

Your resume should be detailed enough to give an employer the information he needs to assess your qualifications for his job opening. At the same time it should be concise. A busy employer wants the pertinent facts in as few words as

possible. For example, in your work history, the full sentence, "I was responsible for analyzing the cost sheets from the production department," can be condensed into a short phrase starting with an action verb: "Analyzed production cost sheets."

If you have more than one job objective, you have two alternatives.

1. You can list, in order of preference, the jobs you are qualified for. Your resume should include all data relevant to each job. This will give you one all-purpose resume. It has the clear advantages of simplicity and speed. You can prepare in advance as many copies as you think you will need and have one ready to pass out whenever you want it.

2. You can prepare a resume directed specifically to each job objective. You will need a basic resume to use as a guide. Before applying for a particular job, you will prepare a resume that presents your background in the way most likely to interest that employer. This, of course, takes more time and effort. You may decide it is worth the extra trouble:

- If your job goals are in separate fields (for example, research assistant, copywriter, or English teacher).

- If you will approach several types of institutions, which may place more value on different aspects of your background. (For example, one may emphasize certain academic degrees, while a second is interested in a particular part of your job experience, and still another may be looking for clues to your personal traits, such as ability to persuade or deal tactfully with others.)

The details—They do make a difference.

ference.

Suggested outline for your resume

1. **PERSONAL DATA.** Begin with your name, address, and telephone number. Other personal data, such as your date of birth (optional) and your marital status and dependents, may follow or appear at the end of your resume.

2. **EMPLOYMENT OBJECTIVE.** Indicate the kind of job you are seeking. If you are qualified for several jobs and are preparing one all-purpose resume, list them in order of your preference.

3. **WORK HISTORY.** You can organize this information in two ways. Choose the one that presents your work experience better.

a. **By job.** List each job separately (even if the jobs were within the same firm), starting with the most recent one and working backward. For each job, list: Dates of employment; Name and address of employer and nature of his business; and, the position you held. Then describe your job, showing: Specific job duties—The tasks you performed, including any special assignments and use of special instruments or equipment; Scope of responsibility—Your place in the organization, how many people you supervised, and in turn, the degree

of supervision you received; and, Accomplishments—If possible, give concrete facts and figures.

b. **By function.** List the functions (fields of specialization or types of work, such as engineering, sales promotion, or personnel management) you performed that are related to your present job objectives. Then describe briefly the work you have done in each of these fields, without breaking it down by individual jobs.

4. **EDUCATION** (If this is your main selling point, put it before your work history.) List your formal education, giving: High school (can be omitted if you have a higher degree), college, graduate school, and other courses or training; Dates of graduation or leaving school; Degrees or certificates received; Major and minor subjects and other courses related to your job goal; Scholarships and honors; Extracurricular activities (if you are a recent graduate and your activities pertain to your job goal).

5. **MILITARY EXPERIENCE.** List your military service if it is recent or pertinent to your job goal, indicating: Branch and length of service; Major duties, including details of assignments related to the job you seek. (Indicate any pertinent military training here or under your education.)

6. **MISCELLANEOUS.** If appropriate to your field of work, give such information as: Knowledge of foreign languages; Volunteer of leisuretime activities; Special skills, such as typing, shorthand, or ability to operate special equipment; Membership in professional organizations; and, Articles published, inventions, or patents.

7. **REFERENCES.** Give the names, positions, and addresses of three persons who have direct knowledge of your work competence. If you are a recent graduate, you can list teachers who are familiar with your school work. When possible, you should obtain the permission of the persons you use as references.

Where the jobs are

Given the statistics, what are the best career choices? What careers or jobs seem to offer the best possibilities? The Bureau of Labor Statistics has compiled the following data, in descending order of job openings through the next decade:

- **Highest Percentage of Job Openings:** paralegal workers, computer operators, computer systems analysts, office machine and cash register servicers.

- **Greatest Potential for Jobs:** secretaries, nurses' aides and orderlies, janitors, sales clerks, cashiers, professional nurses, truck drivers, food service workers, office clerks, waiters and waitresses, elementary school teachers, kitchen helpers, accountants and auditors, helpers in the trades and auto mechanics.

- **Fastest-Growing Jobs Requiring a High School Diploma or Less:** Fast-food workers, correction officers and jailers, nurses' aides and orderlies, psychiatric aides, dental assistants, auto painters, claims clerks, drywall applicators, child care attendants, medical insurance clerks, drywall tapers, welfare aides, statement clerks, hotel housekeepers, laundry and dry cleaning workers.

- **Fastest-Growing Jobs Requiring a Bachelor's Degree:** computer systems analysts, physical therapists, computer programmers, speech and hearing clinicians, aeronautic engineers, economists, dietitians, electrical engineers, medical-laboratory technologists, architects, veterinarians, law clerks, geologists, mechanical engineers, and psychologists.

Profitable reading

Black Folks' Guide to Making Big Money in America by George Trower-Subira. Hardcover \$11.00; Very Serious Business Enterprises, P.O. Box 356, Newark, N.J. 07101.

How to Get 20-90% Off on Everything You Buy by Jean and Cle Kinney. Paperback \$2.00; Award Books, 235 E. 45th Street, New York, N.Y. 10017.

Your Money: How to Make It Work Harder Than You Do by Richard Phalon. Hardcover \$8.95; St. Martin's Press, 175 Fifth Avenue, New York, N.Y. 10010.

How You Can Become Financially Independent by Investing in Real Estate by Albert J. Lowry. Hardcover \$11.00; Simon and Schuster, 1230 Avenue of the Americas, New York, N.Y. 10020.

How to Turn Your Idea Into a Million Dollars by Don Kroche and Roger Hankanen. Paperback \$2.50; Doubleday & Company, 245 Park Avenue, New York, N.Y. 10017.

How to Sell Anything to Anybody by Joe Girard. Paperback \$2.25; Warner Books, 75 Rockefeller Plaza, New York, N.Y. 10019.

Register now for PSU fall term

Advance registration for fall term courses at Portland State University continues through September 7th. Persons who are not already admitted as students at PSU may register for up to seven credits, while currently admitted students may register for a full academic load.

Fall term course schedules, which list hundreds of day and evening classes at PSU, are available from the University's Admissions Office in the lobby of Neuberger Hall, S.W. Broadway and Harrison. The Advising Referral and Appointment Center, also in Neuberger Hall, can answer questions about the registration process or set up appointments for academic advising. The center's phone number is 229-4563.

Tuition and fees for undergraduate students at PSU range from \$64 for one credit hour to \$471 for 12 or more credit hours. Costs for graduate-level students are higher, ranging from \$99 for one credit hour to \$692 for nine or more credits.

In person, general registration for fall term at PSU will be Friday, Sept. 21, from 8 a.m. to 7 p.m. in the PSU Gym. Fall term classes begin Monday, Sept. 24th, and final exams occur the week of December 10th.

Career classes offered at PCC

A Portland Community College career development class entitled College Survival and Success is offered at PCC's Cascade Campus, 705 N. Killingsworth, during fall term.

The six-week class runs Thursday afternoons from 1-3 p.m. beginning September 27th. Tuition is \$21 for one-hour college credit. Instructor Bernadine Gilpin is a career counselor and instructor at PCC Cascade.

Other special credit workshops offered through the department fall term include afternoon sessions in stress management and assertiveness. Single parenting will be covered in an all-day session on Saturday, October 20th, and Confidence Building runs all day Saturday, November 17th. Tuition on each of the one-credit workshops is \$21.

For information on these and other career-oriented activities at PCC Cascade phone 283-2541 and ask for Careers.



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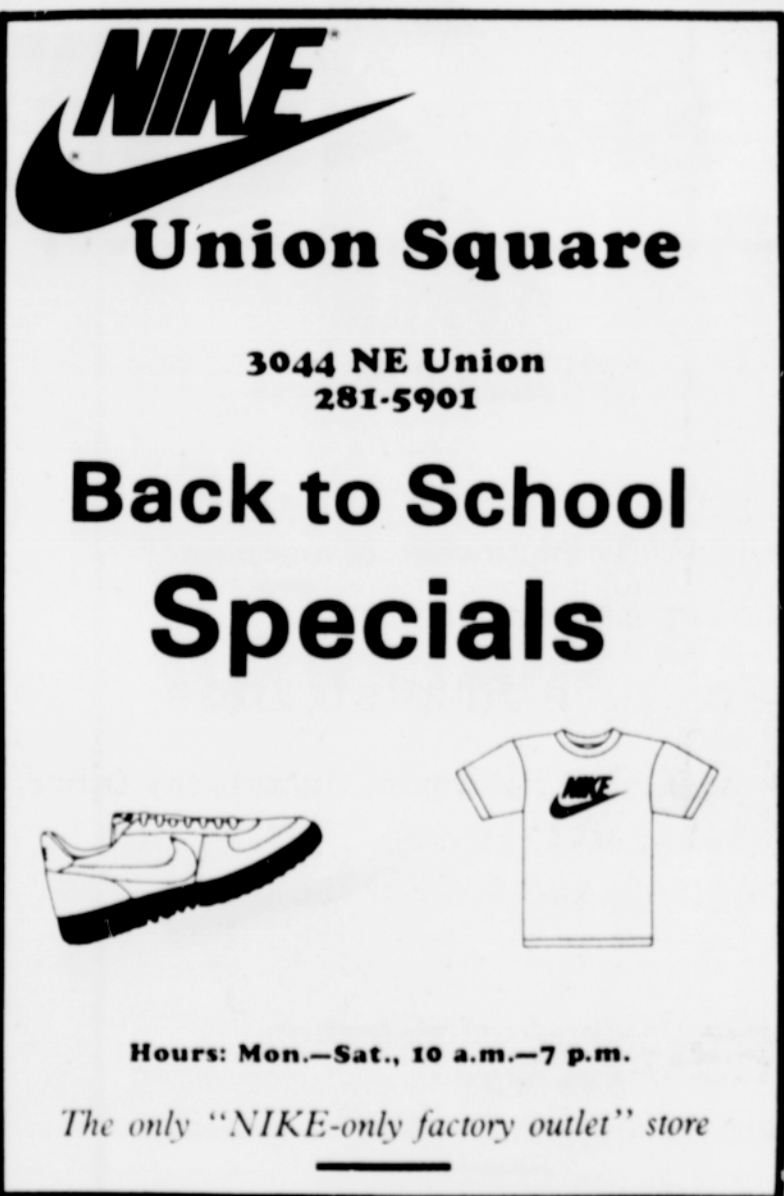
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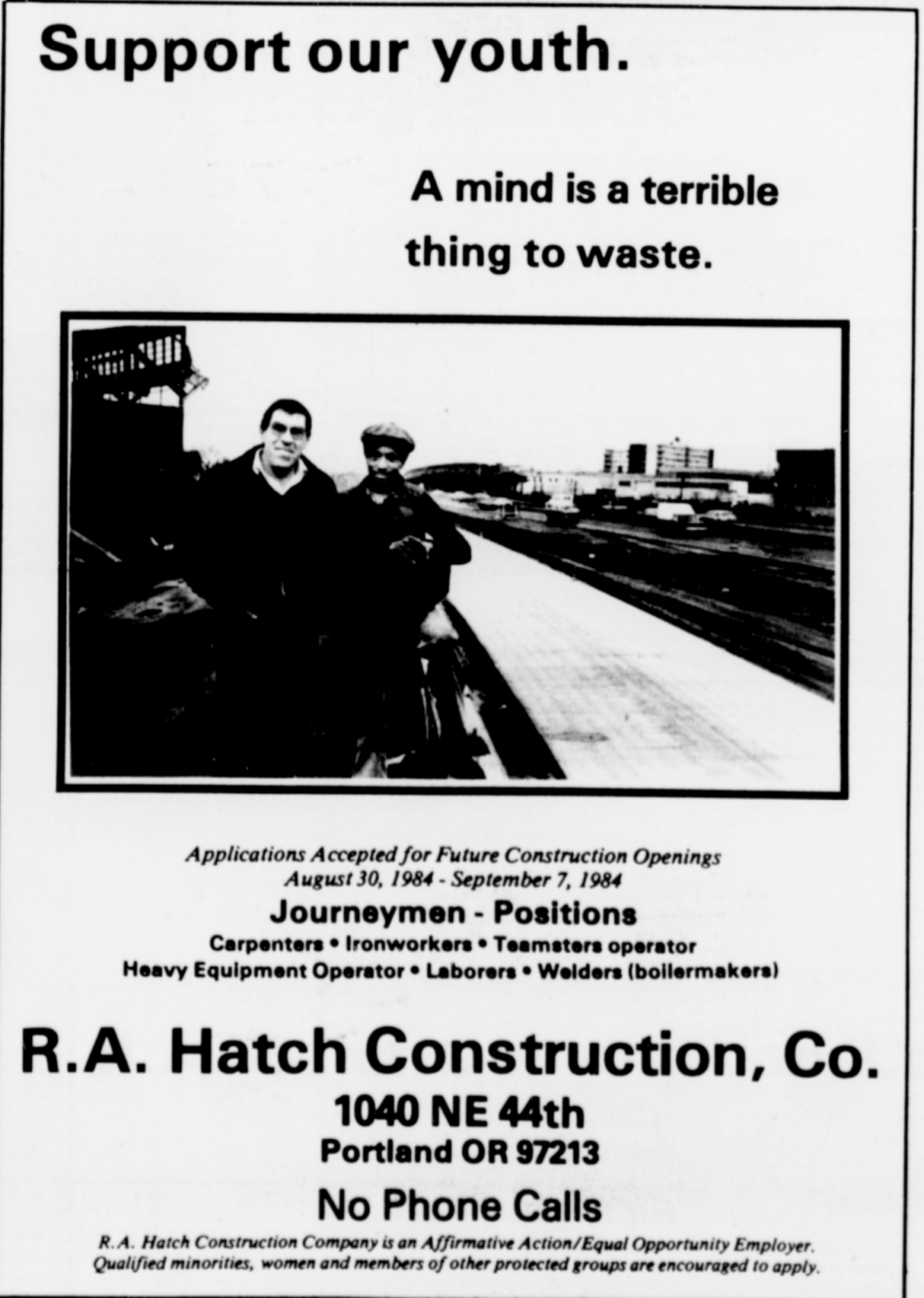
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