

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.

6. Listing irrelevant extracurricular activities.

7. Failure to specify interests or objectives.

Regardless of the format, a resume must reflect what one can and wants to do. Your resume is you, and an acid test is for you to try to be very objective and ask, "Would I invite myself for an interview based on what this resume indicates?" If your answer is "No," or "Maybe," you should rework it.

Finally, your resume should always be an honest and straightforward presentation outlining your skills and capabilities in a factual way. A cardinal rule of job hunting is to always tell the truth. Your resume is you. It represents what has been accomplished to this point in your career. It is an inventory of your skills and abilities. When preparing your resume, remember that it is your education and accomplishments that are of interest to a potential employer. You must convey that you have the ability to help an organization attain its goals.



MIKE JORDAN

Guard opportunities

Does the Oregon Air National Guard offer career possibilities for minorities in our community? Mike Jordan believes it does. Jordan, Principal of Sabin Early Childhood Education Center, is a Major in the Oregon Air National Guard. As the Maintenance Staff Officer of the 142nd Consolidated Aircraft Maintenance Squadron, and an educator, Jordan has a perspective on the opportunities the National Guard can provide young people seeking a career.

"Say you're a young man or woman coming out of high school, and you don't have the money to go right to college," he said, "consider the Air Guard. In the Guard, you can build work experience. You can receive college credit for much of the technical training you'll receive."

Jordan admitted that many minorities do not think they'll get a fair shake in the National Guard. He believes there is still an aversion to a military career from the Viet-

nam experience, and a perception of the military as discriminatory. While such concerns may have been valid in the past, Jordan says he's seen change. "I've been in the Guard for 10 years now. The management aspect has changed to where people are treated according to their abilities, not race," he said.

Jordan believes that as minorities in the Guard become more visible to the community, community attitudes will change. He stressed, however, that it's best not to wait too long before asking about a Guard career. "Many people have come to me asking if they could join the Guard as I have, but they can't qualify because of age." In most cases, you must be under age 35 to qualify.

How does Jordan manage a full-time career in the public schools and an Air Guard position? "I like my work," he says, "I like working with people. Both these careers give me a great deal of personal satisfaction."

Congratulations,
Graduates of '85!



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9 a.m. - noon, June 1

Northwest Service Center - 1819 NW Everett
Lloyd Center Red Lion - 1000 Multnomah

June 15, 9 a.m. - noon

Pine Street Theater - 221 SE 9th
Terwilliger School - 6318 SW Corbett

June 22, 9 a.m. - noon

Immaculate Heart School - 26 NE Morris
Portland Building - 1100 SW Fifth

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Margaret D. Spackman, Commissioner
Dean S. Smith, Plan Manager
Room 1104, 1120 S.W. Fifth Avenue
Portland, Oregon 97204 (503) 796-7270