

CAREERS

HOT TIPS ON RESUME WRITING

BY YANA PARKER

1. What IS a resume anyway?
Remember: A Resume is a MARKETING PIECE - not a "career obituary!"

2. What is the COMMON-EST RESUME MISTAKE made by job hunters?

Leaving out their Job Objective!
3. Employers HATE parchment paper and pretentious brochure-folded resume "presentations."

They think they're phony, and toss them out.

4. What if you don't have any EXPERIENCE in the kind of work you want to do?

GET SOME! Find a place that will let you do some VOLUNTEER work right away. You only need a brief, concentrated period of volunteer training (for example, one day a week for a month) to have at least SOME experience to put on your resume. Also, look at some of the volunteer work you've done in the past and see if any of THAT helps document some skills you'll need for your new job.

5. What if you have GAPS in your work experience?
You could start by LOOKING at

it differently. If you were doing ANYTHING valuable (though unpaid) during those so-called "gaps", you could just insert THAT into the work-history section of your resume to fill the hole - for example: "1993-95 Full-time parent," or "1992-94 Maternity leave and family management," or "Travel and study," or "Full-time student" or "Parenting plus community service."

6. What if you worked for only ONE employer for 20 or 30 years?
Then list separately each different position you held within that company, so your job progression within the company is more obvious.

7. What if you have a fragmented, scrambled-up work history, with lots of short-term jobs?

To minimize the job-hopper image, combine several similar jobs into one "chunk". ALSO you can just DROP some of the less-important briefest jobs. But DON'T drop a job, even when it lasted a short time if that was where you acquired important skills or experience.

8. If you're over 40 or 50 or 60 and want to avoid age discrimination...
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Fastest Growing Occupations that Require an Associate's Degree

1. Paralegals

*Paralegals is expected to rank among the 20 fastest growing occupations in the economy as employers recognize that paralegals perform many legal tasks for lower salaries than lawyers.

*Competition for jobs should continue as the growing number of graduates from paralegal education programs keeps pace with employment growth.

*According to the National Federation of Paralegal Associations, paralegals had an average annual salary of \$32,900 in 1995. Starting salaries of paralegals with 1 year or less experience averaged \$29,300. In addition to a salary, many paralegals received an annual bonus, which averaged about \$1,900 in 1995.

2. Surgical Technologists

*Most educational programs for surgical technologists last approximately 1 year and result in a certificate.

*Increased demand for surgical technologists is expected as the number of surgical procedures grows.

*According to a 1996 membership survey conducted by the Association of Surgical Technologists, beginning technicians earned about \$20,900 a year, while the most experienced technologists earned about \$28,000 a year.

3. Dental Hygienists

*Dental hygienists are projected to be one of the 20 fastest growing occupations.

*Job opportunities should continue to be good if graduates of dental hygiene programs do not increase greatly in number.

*Part-time work and flexible schedules are common.

*According to the American Dental Association, experienced dental hygienists who worked 32 hours a week or more in a private practice averaged about \$759 a week in 1995.

4. Electronic Equipment Repairers

ers

*Most employers prefer to hire persons who have completed 1 or 2-year formal training programs in electronics.

*Although overall employment of electronic equipment repairers is projected to increase slowly, employment of computer and office machine repairers should increase rapidly while electronic home entertainment repairer and telephone installer and repairer jobs should decline.

*In 1996, median weekly earnings of full-time electronic equipment repairers were \$619.

5. Respiratory Therapists

*Hospitals will continue to employ more than 9 out of 10 respiratory therapists, but a growing number will work outside of hospitals under contract to home health agencies and nursing homes.

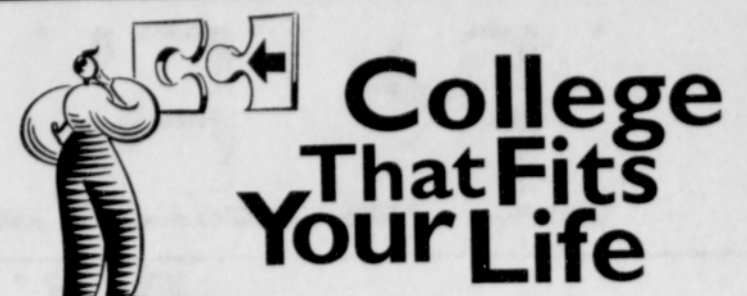
*Job opportunities will be best for therapists who work with newborns and infants.

*According to a Hay Group survey

of acute care hospitals, the median annual base salary of full-time respiratory therapists was \$32,500 in January 1997. The middle 50 percent earned between \$29,300 and \$35,000.

6. Emergency Medical Technicians
*Employment should grow rapidly as paid emergency medical technician positions replace unpaid volunteers.

*Competition is expected for the best paying jobs with rescue squads and police and fire departments.



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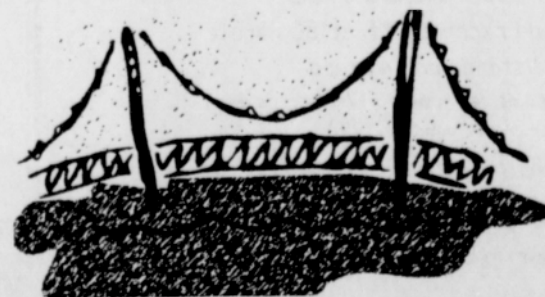
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