

Smoke Signals Needs Your Help

By NANCY SULLIVAN

Dear Students,
As you may or may not have noticed, some of the article are reprints. This is because these articles had so many mistakes in the last issue. Most of the mistakes were overlooked before stripping and plating and some were just never reset. This only goes to prove that the people who put together the newspaper are only human. We are not machines and we are subject to mistakes just like everyone else.

But of course the newspaper only comes out when there is enough news to put in it. Again the staff members and my associate and I are not machines. We need help from all interested people. Any one can submit articles to the newspaper. Those articles do not necessarily have to be news stories. Poems, comics, feature stories, complaints, or things that might interest the student body are welcome.

I would like to thank Mrs. Jackson's Wednesday's lab members for caring enough to help with this issue. They offered to carry this issue as a lab project. They get a grade for this but they could have done something else instead. As it has been stated in back issues and is proven now, this is a student newspaper. Students do most of

Iranians Add New Dimension

By ELLEN TEMPLETON

In view of the fact that I have attended Chowan College for a full semester, I feel compelled to write this article.

When first arriving on campus at the end of August 1976, I observed this unique conglomeration of people. Not like that in high school, but that of a higher class. Here were international students. I agree with the administration, they do add a great deal of cultural background to Chowan; however, I feel they add more than that. International students have given me a better insight of people.

Of all of these students, I suppose the largest group, comprising of Iranians, fascinates me the most. They have unwittingly outdone themselves. They unite as one — a philosophy that should be adopted by all people of all nations. Due to our own ignorance, we have mocked Iranians. This truly is an injustice. A classic example would be when the Persians were handing out newsletters in Thomas Cafeteria. The newsletters concerned some wrong doings to Iranians in France. Many American students felt this was ridiculous since they weren't in France, why should they care. To me, this showed the strength to unite even that far away. I found it refreshing to see people caring about people for a change. This is something that seems to be becoming rapidly obsolete among other nationalities. I have also noticed, whether it is out of lack of anything else to do or simply pure stupidity, that certain groups of people seem to delight in "ganging up" on one lone Persian.

I'm not saying that the Persians are perfect because perfect people just don't exist. What I am saying is that people are people regardless of race, color, or creed. And if any of these factors do have a bearing in the way you treat someone, perhaps you should review your thinking. Take the time to listen to everyone, understand, and compare people. It's really a fascinating learning experience.

Timetable Set For SGA Elections

The Committee on Elections has established the following timetable for the election of SGA officers for 1977-78:

February 28 -
March 4, 1977

Candidates register by completing the proper forms which may be secured from the Office of Dean Lewis located on the third floor of historic McDowell Columns.

March 4, 1977
Campaigning begins.

April 6, 1977
Election Day

April 13, 1977
Runoff Election Day

the work dealing with the paper. I know some of the articles are from staff members and/or faculty members, but also most of these stories are of great interest to the students. This paper is for every student and faculty member on campus.

This paper is not exclusive. Anyone who has the desire to write and submit articles may do so. The paper has not been on schedule lately because of the lack of interest shown for support. So stop complaining. It is not by any fault, or entirely the fault of, the staff. We try hard, but we cannot please everyone.

Live Life To The Fullest

By LINDA STEECE

The birds are singing softly and if I die today,

I want you to live your life fully each and every day,

Do the things you want to do
The things you leave undone

And wear a smile on your face
And never wear a frown.

I used to be afraid of deaths dark doors and now I have to say

I must accept it, we all must, for we know not where it may,

Come knocking when we least expect it, take us or someone close

So live your life to the fullest it's the only dose

So it really doesn't matter wether we live or die

For we are as puppets on a string or actors on a stage.

And when the play is over and when they close the page,

Will we be remembered or was life lived in vain?

Instead of complaining stop and think what you have done to help support it. Then maybe when you can answer yourself, fix it. Until then be satisfied with what you do have. If you still want to complain, put it down on paper and turn it in to Mrs. Marks in the Graphic Arts building. I promise you it will be read.

I cannot make any firm promises on the content of the paper. With your help and participation it can and will get better. Until then, we are doing the best we can. That is one promise I can and will stand on.

In Dedication And Memory

By ELLEN TEMPLETON

On Tuesday, January 25, 1977 at approximately midnight, Steve Callis and Bill Presslar were involved in a devastating collision with a truck. Bill was critically injured and all hopes are that he will survive this. Steve died.

With all respect I wish to dedicate this poem to him — a friend who will always be painfully missed.

"Farewell"

As the cool wind whispers through the sleeping tree tops,

I hear it.

As the leaves turn brown and fall to the ground,

I see it.

As the rain gently hits against my forehead,

I feel it.

As the day comes to an end and the night begins,

I know it.

As you have died and I will live,

I accept it.

Literary Musings

By PROF. ROBERT G. MULDER

There seems to be no end to the variety of printings to come from MU PUBLICATIONS of Dahlgren, Virginia. During the past few months we have read with interest the personal quips of Mu's founder-director, G. Dunbar Moomaw, cards honoring our country's birth (a worthy Bicentennial mini-meditation), and now a worthwhile addition to books of poetry, A COLLECTION OF POEMS, published also in 1976.

Mr. Moomaw brings together eighteen of his best poems to form an attractive and thought-provoking collection of free-form poetry. The lover of free verse will find much to his liking among these poems covering a variety of subjects, each with a fresh approach which makes for delightful reading — and heavy thinking.

Without some preparation or knowledge of the contents of this book, a casual reader may feel that there is not much here. There are only twenty-two printed pages; however, the serious reader will quickly discover value and will forgive the quantity praising the quality of the poems included.

The poet deals with space in his first two poems. In "Universe" he ponders the beginning and the ending of time along with the gigantic expanse of limitless being: "As I look up, deeply searching—The star filled sky—I feel as though I'm floating—Endlessly through infinite space."

He seems to draw from nature the answers to questions which have concerned him. "What's your Secret?" is the title of one poem, and here the author admonishes a bird to give him life-secrets in much the same spirit of Percy Shelley in "To A Skylark." But, like Shelley's bird, Moomaw's simply hears the poet's question, says nothing, and continues his song. Neither Shelley's nor Moomaw's was so cooperative as Poe's Raven.

A paradoxical presentation is beautifully displayed in "Darkness." The poet finds that in darkness, even with its nothingness, its stillness, and its endlessness, there is to be found "the door leading to light."

There are in A COLLECTION OF POEMS pieces for the theologian, for the thinker, and for the carefree. "The Pacifist Nature"

treats much the same question posed in the Bible: can good and evil come from the same source? Ambition seems to hold together "The Great Vision" and "Oh, If Life." Some of the same thought prevails in "Our Present Path to the Future" in which he also toys with the term: controlled freedom.

The strongest, if not the best, poem in the entire collection is one Moomaw calls "Purpose." In this the author's purpose is to stimulate the reader's purpose in living. Again the scriptural "What shall it profit a man..." idea comes to the front in this poem and seems to be the underlying current which holds the framework for his idea. What have we accomplished, he seems to ask, if we have lived in vain. Accomplishment is that which may take the sting out of death.

This small but significant collection is a valuable one. The size of the book (you may easily carry this in your pocket) in no way indicates its worth. The author for a brief period takes possession of your thoughts and you walk away feeling glad that he did.

(Copies of this collection may be obtained from the author at Box 612, Dahlgren, Virginia 22448.)

How To Write A Correct Job Application

By DEAN LEWIS

Last spring an executive in one of North Carolina's largest towns told me he had recently employed a two-year secretarial graduate of Chowan College in a position for which there had been more than 100 applicants. In conversation I learned there were other applicants who, in the opinion of the employer, had the ability, personality, and interest to perform efficiently. What, then, was the reason for the Chowan graduate's being employed? The position was offered the Chowan

Thomas's Promises

By MICHAEL C. ROBINSON

Thomas' promises to serve the best, three square meals a day
"Get it now while it's hot"
is what the workers say.

"What's it taste like" someone asks, starting to begin
"I don't know I guess like nothing"
So let's just all dig in"

"It's not so bad I must insist"
"it's really very fine."
Because it's cheap and tastes so bad the Braves just love to die.

Murfree Drugs sells the most, Roloids that spell relief
they calm and sooth your battered stomach
after Thomas' Mystery Beef.

Day to Day and week to week
we eat our hearty meals
with knife fork and spoon in hand
we think "what a sorry deal"

Early breakfast, early dinner,
early supper too,
early death and funeral
are the things in store for you.

When I'm gone and looking down
I'll simply have to say,
to all my friends at Chowan College,
"I wonder what Thomas Cafeteria is
having today!"

graduate because her letter of application was accompanied by a personal data sheet. The resume made the difference.

Returning to the campus I asked Professor Thomas E. Ruffin, Jr., Chairperson of the Department of Business who was responsible for our graduates knowing about the personal data sheet. From Professor Ruffin I learned that members of the Alpha Pi Chapter of Alpha Pi Epsilon, an honorary business fraternity, had prepared a series of guidelines for applicants. Prepared as a service project the guidelines include the following topics: How to Write an Effective Letter of Application, Guide for Completing a Personal Data Sheet, Questions Frequently Asked During the Employment Interview, Reasons Why Applicants are Frequently Rejected, and Why Prospective Employees Fail to Sell Themselves in an Interview.

These materials were shared with me by Professor Patricia B. Edwards. I filed and forgot them until recently when Joe Higginbothan, a sophomore in graphic arts asked me to help him prepare a resume. As Joe and I discussed the contents of a resume, I wondered how many Chowan students could use this kind of information. With permission from Professor Patricia Edwards and through the courtesy of the staff of *Smoke Signals* these guidelines are being made available to all citizens of the college community. (Remaining guidelines will appear in the next issue of *Smoke Signals* which should be released during the first week of March.)

Information you may wish to keep for future reference.

When you write a letter of application, you are selling yourself—your background, your training, your personality, your ability to do the work required in the position for which you are making application.

Like any other effective sales letter, your personal sales letter must (1) attract attention at the beginning, (2) create interest in your possibilities, (3) convince the prospective employer that the services you have to sell are what he needs and wants, and (4) persuade him to do what you want him to do—ask you to call for an interview.

WHEN YOU WRITE A LETTER OF APPLICATION

1. Make an analysis of yourself—your personal characteristics, training, and experience.
2. Get all the information you can about the position for which you are applying.
3. Write your letter so that it progresses from Attention to Action.
4. Compose the first sentence or paragraph in a way to attract attention. As a general rule, refer to the source of your information about the position.
5. State the facts about yourself to create interest in you and conviction that you have the qualifications required for the position.
6. Give exact information about your training and experience.
7. As a general rule, give references. Include the addresses of the people whose names you give as references. By a title or in some other way indicate the standing of each reference. Give the telephone number of each.

8. Make it easy for the prospective employer to take the action you want him to take. You may enclose a stamped, self-addressed envelope for his convenience in replying.

9. Type the letter.

10. Show how your education fits the requirements of the position you are seeking.

11. Show how your experiences fit these requirements.

The above information was taken from the following sources:

Charles G. Reigner, *College Business Correspondence* (Baltimore: The H.M. Rowe Company, 1971).

Robert R. Aurner, *Effective Communication in Business* (Cincinnati: South-Western Publishing Company, 1967).

FIFTEEN DON'TS FOR APPLICATES

1. DON'T brag.
2. DON'T use superlatives.
3. DON'T use flowery words.
4. DON'T use old-fashioned cliches.
5. DON'T sound stiff and insincere and artificial.
6. DON'T play on sympathy. "I support my family."
7. DON'T assume a know-it-all attitude.
8. DON'T use your company letterhead, if employed.
9. DON'T use social, club, hotel, fraternity, or fancy stationery. Use plain, fine, white bond.
10. DON'T use a postcard. (It has been done!)
11. DON'T let your application sound like a wholesale broadcast. Sharpshoot for one job.
12. DON'T be dull. Use a flash of "human interest."
13. DON'T generalize. Be specific with spike-sharp facts.
14. DON'T make a statement you can't back up in an interview.
15. DON'T copy an application from a "model book" unless you want to take a short cut to failure.

EFFECTIVE OPENING SENTENCES

1. Everyone wants to enter a field in which he can render his best service. I believe I can give my best service as a secretary in an office such as yours.
2. Through your ad in the NEW YORK TIMES, I have learned that you are looking for a reliable young man to work in your office.
3. I believe I can prove to you that I meet the requirements for the position of receptionist, described in your advertisement in the TIMES for Sunday, May 11.
4. Mr. Paul Rigdon, Manager of your Sales Department, has told me that you are in need of a thoroughly qualified business correspondent.

WHAT PERSONNEL OFFICERS PREFER ON DATA SHEETS

The letter may be less than a page in length, but the data sheet should be complete in every detail. This second sheet conserves time because its carefully prepared outlines of qualifications can be quickly scanned. To include a data sheet outlines makes it much easier for a personnel man to review a candidate's qualifications. All employers prefer a brief letter with a following data sheet.

PERSONAL DATA (Applicant's Name)

(Address)

(Telephone Number)

PERSONAL INFORMATION

Age Height

Birthplace Weight

Date of Birth Physical Condition

Marital Status Nationality

EXTRACURRICULAR ACTIVITIES (affiliations, lodges, clubs, special interests, hobbies, sports, etc.)

HONORS

EDUCATION List the names of schools, degrees, and dates (most recent first)

schools, degrees, and dates (most recent first)

University or College

Junior College

Business College

Institute

High School

Major field of study

Courses taken in major field

Courses allied to major field

Books read on major field and allied subjects; magazines read

Theoretical training, laboratory training, field training.

EFFECTIVE CLOSING SENTENCES

1. I am eager to be considered as an applicant for this position. A stamped and addressed envelope is enclosed for your convenience in writing me about an interview.

2. May I come in for an interview? My telephone number is WESt 3487.

3. Please give me an opportunity to answer any questions you may have in mind about my qualifications for the opening.

4. Please suggest a time and place for me to call on you on the occasion of your next trip to the New York market.

Bibliography of the above information:

Aurner, Robert R. *Effective Communication in Business* (Cincinnati: South-Western Publishing Company, 1967), p. 239.

Reigner, Charles G. *College Business Correspondence* (Baltimore: The H.M. Rowe Company, 1971), pp. 217 and 222.

Reigner, Charles G. *College Business Correspondence* (Baltimore: The H.M. Rowe Company, 1971), pp. 217 and 222.

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SMOKE

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Day

Friday

February 25, 1977