

University offices provide guidelines for resume writing

By SIMONE PAM
Staff Writer

Students who need help writing a resume have many resources available at the University, said Marcia Harris, director of University and Career Planning and Placement Services (UCPPS).

In addition to offering a placement manual that outlines resume writing, UCPPS has sample resumes on file and holds Resume Design Workshops throughout the year.

There are several steps to follow when writing a resume, Harris said.

The first thing students should do when composing a resume is think about the use of their resume: the types of employers who will read it, the type of job and the skills required. "You need to bring focus to your resume; who will you target?"

Students should next write down everything they have done on the college level. This includes work experience, internships, extracurricular activities and any leadership roles students have held, Harris said.

"Generally, new graduate students should begin their resume with their educational background," she said. "This is the biggest selling item." Students should include the name of the institution, major, type of degree, date of graduation and other schools attended, if necessary.

Including a grade point average (GPA) varies with each situation, Harris said. New graduate students should include their GPA only if they have a 2.5 or above and will have an on-campus interview. Students who plan to send their resume and will have an off-campus interview should

include their GPA if it is a 3.0 or above.

Students who have a GPA higher in their field of major should separate the two averages.

Students should also include any honors they have received during college.

Following educational background, students should list all their work experience since high school. Work experience can be divided into two categories, Harris said.

First, students should list experience relevant to their major. Students may also include internships, volunteer work or significant roles on campus.

Second, students should compile an category listing additional experience. This can include any odd jobs or experience not related to the student's major. Examples are fluency in a foreign language, computer programming or typing skills. "It says something if a student is industrious. They should include non-related jobs," Harris said.

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Triangle job market proves competitive

By JULIE CAMPBELL
Staff Writer

Colleges in the Triangle graduate thousands of students into the work force every year. But jobs in the Triangle for these students are limited.

Walker Biggs, assistant manager of the Employment Security Commission in Chapel Hill, said a majority of UNC graduates wanted to live and work in Chapel Hill. The large number of people with degrees in the area makes job hunting more competitive.

"Staying here in Chapel Hill means there are a lot of people around with degrees. When recent graduates come to me for help, I ask them if it is feasible to stay in Chapel Hill."

Service jobs are available in Orange County, but people with other types of degrees do not find employment easily, Biggs said. Some people may resort to other jobs if they strongly desire to stay in Chapel Hill.

Rand-McNally's Places Rated

Almanac names the Triangle as one of the top places to live in the nation. College graduates in the Triangle must be prepared to compete with people across America who have Carolina on their minds.

Marcia Harris, director of University Career Planning and Placement Services (UCPPS), said many people wanted to stay in the Triangle after graduation because of personal attachments.

"Some people have a boyfriend, a girlfriend or a spouse that is finishing a degree at one of the area universities. So the graduate gets a job in the area to be close to that special person."

Job hunting within a limited area restricts employment possibilities, she said. "Jobs within the Triangle are extremely competitive because many people are graduating from area colleges, and many people are moving here from other states."

After an unsuccessful search for jobs in the Triangle area, many college graduates choose to relocate, she said.

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