

# Step One: Write a Resume

by Sunny Nolde

You don't have to get nervous about writing a resume - save that for the job interview. With research and organization anyone can develop the appropriate resume. There is no right or wrong resume format or style; however, it is to your advantage to follow certain guidelines and suggestions. As the publication *Business World Women* (1982) says, "the right format for you is the one that works and gets you an interview."

The purpose of a resume is to introduce you to a prospective employer in an effective way that will result in a job interview. In his book *The Complete Resume Book*, Dr. J. Angel defines a resume as "a record of your working life past and present as related to your future goals and expectations and as measured by your ambition. It is sort of a self-advertisement...."

## Determine Objectives

With that in mind, you must establish short term career objectives and-or long term goals. If you fail to decide on your job objectives you may include irrelevant information and neglect important facts on your resume. First do some research and find out as much as possible about your field of interest - what and where the opportunities are. (The Lifespan Center is a good place to start.) Decide the areas of work for which you think you are most qualified.

## Resume Formats

Now start working on your resume. There are several general formats. Four of the most popular resume styles are the basic, the chronological, the functional and the modern analytical. Even though the formats differ, they share the same lists of "do's and don't's."

### DO'S

- Use 50 percent rag bond typing paper, 8½" x 11".
- Single space with double spacing between paragraphs.
- Use short paragraphs, eight or 10 lines.
- Emphasize each category of information in a way that readers can quickly find the information needed.
- Place personal data (full name, address, phone number) at top.
- If you include job objective, it should appear after name and address.
- Use action words in concise, clearly written phrases.
- Use jargon of your chosen field.
- Include all functions related to your education, experience and career objective.

- List relevant work experience in chronological order with brief descriptions of responsibilities.

- Include scholastic awards and extra-curricular activities.

- Be specific. Focus on "quantities" regarding experience and projects.

- Limit to one page in length. NEVER more than two pages. Include name on second page.

- Make revisions, re-type, proofread and re-type again.

### DON'TS:

- Don't elaborate about work below your top level of employment.

- Don't include salary.

- Don't list leisure time activities which have nothing to do with job target.

- Don't list references, especially personal friends.

- Don't make career objective too general.

- Don't use introductory phrases such as "My duties include."

- Don't use too much irrelevant information, (i.e., weight, age, health, etc.).

Look for "Landing a Job: Step 2 -- Job Interviews" in the March 5 issue of *The Salemite*.

## Energy

the other factors, such as faculty salaries, energy expenses have a more devastating effect on the Salem College budget and on students' pocketbooks.

Future improvements in conservation are in the planning stages. Storm windows for all dorm rooms would eliminate drafts and cut heating costs. Currently, the college and academy operate on one campus-wide electrical meter, so there is no way to tell where the consumption is greatest. Individual meters on all the buildings would indicate the most wasteful areas and where improvements are needed. The future may bring such long-range projects as a

professional energy audit and a computerized heating system.

These solutions are extremely costly and not feasible in the immediate future. However, Upchurch has some suggestions on how students can help alleviate the financial burden of Salem's sky-high energy bill:

- Dripping faucets are a big waste; turn them off and take short showers.

- Blocking radiators with beds or furniture prevents circulation of heat; keep the area clean and unobstructed.

- Turn off lights, stereos and TVs when leaving the room for more than five minutes.

- Opening windows lets heat escape in winter, air conditioning in summer; especially with air conditioning, keep doors and windows closed and turn it off when leaving the room.

- If a heater is broken, notify maintenance; it could be wasting energy.



Photo by Brynan Haddaway

Salem Freshman

Paige McThenia

works on Salem

College Phon-a-tho...

## collegiate crossword

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### ACROSS

- 1 Sheepskin
- 8 "The Girl from —"
- 15 Like a one-year-old thoroughbred
- 16 Poet Pablo, and family
- 17 Scare
- 18 Middle Ages expedition
- 19 Certain mast attachment
- 20 Military branch (abbr.)
- 21 "Call — cab"
- 22 Full of knots
- 24 Pacific Ocean discoverer
- 28 Sheriff Taylor's son
- 29 Don Meredith's alma mater
- 32 "...has — and hungry look"
- 33 Reporter's headache
- 35 Car or command
- 36 Liabilities
- 37 Eat between meals
- 38 Info. on a stock certificate (2 wds.)
- 40 Robbins' "A — for Danny Fisher"
- 41 "Be quiet!"
- 42 Suffix for diet or path
- 43 Bartlett, e.g.
- 44 Does a poolroom job (2 wds.)
- 46 —Magnon
- 49 Degree from the Wharton School
- 50 Like some shirts
- 55 Electric chair (2 wds.)
- 57 "You — Evermore," 1927 song
- 58 Eisenhower Center site
- 59 Struggled valiantly
- 60 Closes the wine
- 61 Perle Mesta, e.g.
- 10 Kenneth Roberts novel
- 11 Greek letters
- 12 Dutch cheese
- 13 Produced
- 14 On the Adriatic
- 23 Male deer
- 24 Hits the ground before the golf ball
- 25 Nom de crime
- 26 Remove by percolation
- 27 Decrease
- 29 Slangy nose
- 30 Intermediate, in law
- 31 House of —
- 33 Fragile wash load
- 34 Enthusiastic about
- 36 Computer compilation (2 wds.)
- 39 Painter Jan —
- 40 Post-dinner meals
- 43 9½" x 12" book
- 45 Hoard
- 46 Burn
- 47 Burton movie, "The —"
- 48 Auricular
- 51 Give off
- 52 Split
- 53 Chemical suffixes
- 54 Studies
- 56 "Reduce Speed"

### DOWN

- 1 Gable/Harlow movie, "Red —"
- 2 Type of verb (abbr.)
- 3 Beseech
- 4 Phyllis Lindstrom's husband
- 5 Stop sign, e.g.
- 6 Miss Mercouri
- 7 — Rogers St. Johns
- 8 Blame
- 9 Meteors of August

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10 Sun Bed Visits  
Originally \$60..... (lowest ever) Now **\$50**

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PRICE ROLL BACK TO 1979 LEVEL