

# CLASSIFIED

**HELP WANTED**

**EMPLOYMENT THIS WEEK**

**HOW TO REDUCE INTERVIEW STRESS**

by Amy Edmunds

Preparation is the solution to the problem of reducing interview stress. Don't get nervous. Get prepared! Here are nine steps to take before stepping out of your door:

**STEP 1.** Ask persons who may serve as a reference for their assistance. Be sure to approach someone who knows you well enough to demonstrate their confidence in you with examples. Sources for references include former teachers, professors, coaches, community leaders, ministers or employers. Be sure to tell them the type of position you are applying for so that they can focus their comments to reflect what the employer is looking for in making the decision to hire.



Amy Edmunds

**STEP 2.** Learn as much as you can about the prospective employer's business before you interview. Your local library has many business reference resources. If time permits, you may also ask the firm's secretary to mail you a brochure highlighting their services and products.

**STEP 3.** Verify date, time and place of your interview. Then, make travel arrangements confirming your mode of transportation, time of departure and travel time. Be sure to take the telephone number of the interviewer with you in case of unexpected delays. Plan to arrive at the interview location 5 to 10 minutes early.

**STEP 4.** Prepare your resume to reflect the specific requirements of the position for which you are applying. Plan to take two additional copies of your resume to the interview.

**STEP 5.** Practice describing your qualifications to emphasize your skills and desire to work. Write out your best answer.

**STEP 6.** Practice the positive things you will say about past experiences with school or employers. Write out your best answer. (Regardless of how unpleasant the previous experience may have been, negative remarks have no place in an interview.)

**STEP 7.** Prepare a list of job-related questions to help you understand the job's potential and how the job fits into the overall organizational structure of the business. These will be asked in addition to your questions that arise from information gathered during the interview.

**STEP 8.** Plan to take note paper and a pen. Then, use it to make notes as the interviewer defines the responsibilities of the position. These notes will become your 'cheat sheet' for the questions you will ask later. Also, taking notes imparts to the interviewer your seriousness about the interview and presents you as an organized, prepared applicant.

**STEP 9. RELAX!** After all, you're prepared!  
Amy Edmunds is the owner of Executive Reflections/Personnel in Charlotte, NC.

**ECONOMICS/BANKING INSTRUCTOR**

MA/MS in Bus. Admin. with 18 graduate hours in Econ. related courses; 3 yrs. ft experience in Bus./Econ. preferably at the community college level. APPLICATION CLOSING: 02-17-89

**INTERNATIONAL BUSINESS INSTRUCTOR**

MS/MA in Bus. with 18 graduate hours on Inter'l. Bus. courses; 3 yrs. ft experience in Inter'l. Bus.; one year ft teaching experience; desire knowledge of inter'l. environment. APPLICATION CLOSING: 02-17-89

For application and/or information contact:  
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**CENTRAL PIEDMONT COMMUNITY COLLEGE**  
P.O. Box 35009  
Charlotte, NC 28235  
EOE/AA



**JOHNSON SMITH UNIVERSITY**  
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Qualifications:  
Certified Public Accountant (CPA), Master's Degree with major courses in accounting and/or any equivalent combination of experience and training. 5 years experience in higher education, governmental or public accounting work, with at least 3 years as a Comptroller, or in a supervisory capacity. Additional experience in the development and/or operation of an automated system is highly necessary.

Salary competitive. Fringe Benefits.  
Interested persons send resume to:  
**MR. ELLIOTT ROBINSON**  
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Reading books! \$30,000/year income potential. Details, (1)805-687-6000, ext. y-3626.

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EOE

**WANTED**

Radio Dispatcher for Jones Intercable in Gastonia. Hours 7:30-5:00, Monday-Friday. Excellent benefits. Demanding job. Previous dispatch experience a plus. CRT experience necessary. Call:

**PAUL FULTON**  
at 824-9856  
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M/F/V/H. EOE.

**HELP WANTED**

Data Processing

**DATA PROCESSING TRAINING SECTION HEAD**

Burroughs Wellcome Co. believes that the future strength of our company lies in the people we hire today. That's why we seek the best by offering an environment in which individual initiative is welcomed and where the benefits of working are the very best.

As Data Processing Training Section Head, you will develop and administer Data Processing Education and Training programs for all units of the company. You will also determine the Data Processing training requirements along with evaluating and selecting appropriate training facilities and equipment.

Your background must include four years of college coursework with a concentration in Computer Science including two years experience in a computing support programming position OR an AA degree in a computer-related field along with three years experience in computing support or programming. Other factors to be considered include supervisory experience and experience in computer education, in developing and teaching courses, and in working with individuals with a wide range of technical backgrounds.

Burroughs Wellcome Co. offers a competitive salary and top benefits including pension, health, dental and savings plans. For consideration, send resume by February 13, 1989 to: **Recruiting and Staffing Specialist, Burroughs Wellcome Co., Job #60824-1, 3030 Cornwallis Rd., Research Triangle Park, NC 27709.**



**BURROUGHS WELLCOME CO.**

An Equal Opportunity Employer

**ASSISTANT MANAGER FOOD SERVICE**

**CAROWINDS**

New position to be accountable for all aspects in the daily operation of multi unit food operations. Position includes responsibility for training, supervision, product quality, menu planning, etc.

Excellent communication (oral & written) and people skills required. Experience in volume feeding in fast food operations preferred.

Full-time position with excellent benefits package which includes: vacation, holidays, major-medical, dental, pension, 401K, profit sharing and bonus program. Please apply in person by Saturday, February 4, 1989 at the Carowinds Employment office between 9AM and 5PM.

EOE/M/F

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"FOR THE TOTAL YOU"

UNISEX

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HOURS: 9-6  
Tues. - Sat

**TRAFFIC COORDINATOR FOR TV STATION**

Computer and office skills, 60 WPM, statistical typing and 10 key experience required. Television programming/traffic experience preferred. Salary range: \$13,525-\$15,400.

Send resume to:  
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CLOSING DATE: FEBRUARY 8, 1989

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Rooms, Baths, Phones, Color TV, Maid Service, Inhouse Laundry

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**FOR SALE**

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24 HRS.

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**ALWAYS!**

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**GUESS WHAT?**

The Charlotte Post accepts "personal" ads. If you care to place an ad under our personal section call:

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