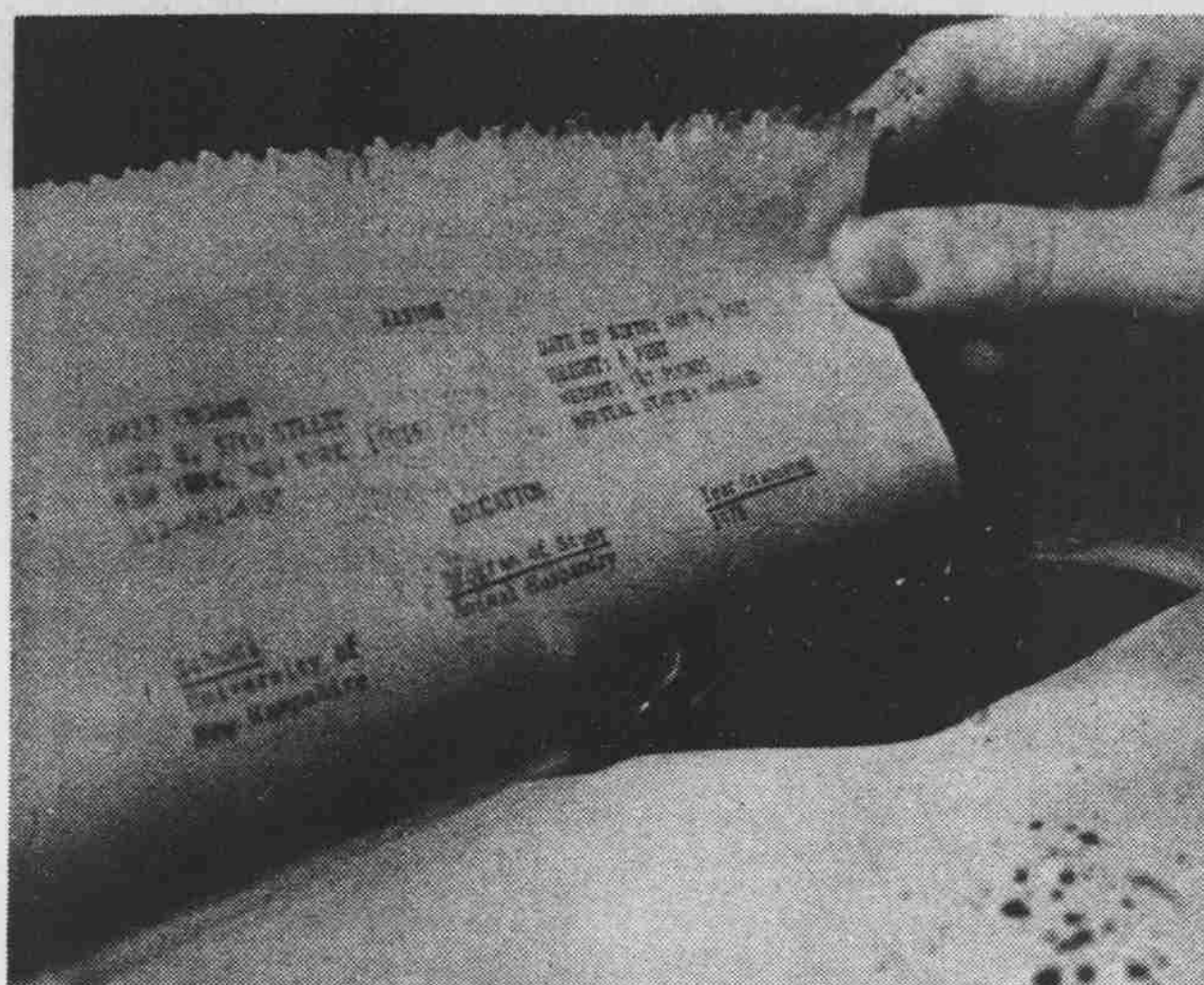


# Making a resume—the dos and don'ts that may help you get that job



Staff photo by Rouse Wilson

... what the resume says and how the resume appears are important considerations.

By LESLIE SCISM  
Staff Writer

Denied a job for which you believe you were qualified?  
Was it because the employer felt you had the wrong personality for the job? Was it because the employer sensed you were unwilling to relocate?  
Did you get your foot in the door to talk with the employer?  
If that's not the case, your resume could have been at fault. A resume is not an autobiography; rather it is a qualifications statement designed to get you job interviews.  
And you don't need to go to a professional resume-writer if you want an attractive resume that will catch the eye of an employer. In fact, many employers recognize and disdain professionally prepared resumes, preferring a resume that shows a person's ability to marshal and present facts.  
Any student can put together an attractive resume. But what the resume says and how the resume appears are important considerations. There are certain basic elements that every resume should contain, and they should be presented in a neat and simple outline form. Below is a basic outline and some hints you may find of value if you're job-hunting.  
**Identification:** Your full name should be centered and typed in capitals at the top of

the page. Type your local address on the left-hand side of the page, and your permanent address on the right-hand side (if it differs). Also include phone numbers.  
**Objective or Job Goal:** This should be specific and a maximum of three typed lines. "Your resume should tell the employer what to do with the resume, where it should go," said Elizabeth Burris, assistant director of counseling at the UNC Career Planning and Placement office. The rest of the resume should be designed to support the job objective. "You need not one resume, but one for every different job you apply for," Burris said.  
A teaching assistant for Speech 75, which includes instruction in resume-writing, said the job objective is one of the most important parts of the resume. "Interviewers have told us the first thing they look at is the job objective. It has to be straight to the point, concise, not too broad," Meredith Ingram said.  
Ingram said students have the most difficulty stating the objective.  
**Personal Data:** This includes age, marital status, height and weight.  
**Education:** Tell where the schools are and the dates attended. Along with the college's name, degree, major and academic average should also be listed. For college students with little work experience, this section can be used to show how certain classes would help on the job.

**Experience:** "The most important part of your resume is the way you describe your work experience," Burris said. Other employment counselors and personnel directors agree that this is the heart of the resume. Name and location of the firm, dates of employment and title and responsibilities should be included. More importantly, specific accomplishments should be highlighted.  
"Stay away from job titles, like waitress or cashier. Instead of just titles, describe what you did, how you did it and why you did it. Use verb-laden phrases, like designed, sold, displayed, assisted," Burris said.  
There are several ways of presenting the work experience, Burris said. For example, you can list experience in chronological order or in functional order. Burris said most people list chronologically, but the functional resume works well when you have held several positions within each job. Under the functional form, outline your work experience by the kinds of positions held, giving priority to the most important job function and lesser attention to other job functions, regardless of chronology.  
**Chronological order** involves listing your jobs from the present job and working backward.  
**Further Remarks:** This section is particularly helpful to new graduates since they often have little work experience to list. "This part can be used to list the clubs you

were in or the honors you received," Ingram said.  
**Requested Salary:** Ingram said this part is optional. Many counselors believe the subject of salary should come up when you get to the job interview. You could turn an employer off before he meets you by appearing too expensive.  
**References:** You can either list references or include the statement, "References will be provided upon request."  
One other consideration faced by students is whether to type the resume on standard 8-1/2 by 11 white paper or use a variation—light blue, buff-colored or canary yellow, for example.  
Burris said there is no way to advise students: "Anything that varies from the norm increases the chances of readership, but it also may decrease chances of being hired. A company may want somebody traditional."  
Ingram suggested giving each resume a personal touch, like relating your education to the job you want. She also said students should avoid xeroxing resumes, because it gives a mass-produced effect.  
Resume-writing is studied in depth in Speech 75 classes, and the Career Planning and Placement office offers 12 free resume-writing workshops each spring. UNC students can find out when the workshops are being held by calling the Career Planning and Placement office at 933-6507.

## Desegregation, nominations Governors discuss ethics

By TONY GUNN  
Staff Writer

Ethics, the budget of the UNC system and a court order to speed desegregation were discussed by the UNC Board of Governors Friday.  
The board also nominated two persons to the boards of trustees at the North Carolina School of the Arts and North Carolina Central University at the meeting.  
William A. Johnson, chairperson of the board, said the state Board of Ethics is now in the process of developing procedures and regulations in order to determine if conflicts of interest exist for people in state policy-making positions.  
UNC President William C. Friday, Johnson said, will meet with the Board of Ethics' personnel committee and provide the names of administrators who must file financial statements.  
Faculty members and members of the Board of Governors will not be involved, Johnson said he believed that members of university boards of trustees selected by the Board of Governors also would be exempt.  
The board voted Jan. 14 to force high-level consolidated university administrators to disclose their financial status.  
The action complies with Gov. Jim Hunt's efforts to eliminate conflicts of interest in the executive branch.  
From 75 to 100 university officials should be affected, including general administrators in President Friday's office to the level of senior assistant vice president, chancellors and vice chancellors at the 16 UNC campuses.  
The board also was presented a copy of the supplemental appropriations request to the UNC system's proposed 1977-79 budget.  
The request adds \$170 million to the \$690.5 million that the governor and the Advisory Budget Commission have recommended to the General Assembly.  
Staff members of the UNC General Administration have been to Raleigh at least three times this year in order to give information to House and Senate committees and in order to answer questions about the proposed budget.

Legislative committees to examine the system's continuing budget have been established. UNC Vice President for Finance Felix Joyner told the board, and hearings are scheduled for April and May. "It's going to be a long summer," Joyner predicted.  
President Friday told the board that Rep. Robert Z. Falls, D-Cleveland, had collected 90 signatures on a document in support of the proposed veterinary school at N.C. State. "If we are to move ahead, we must have funding for the first stage of the school," Friday said.  
Falls said Friday the bill asked for construction funds for the school: \$9.28 million for the first phase of construction and \$867,639 for 1978-79 to employ department heads.  
Falls said he will discuss the bill with President Friday before deciding whether to introduce it in the legislature. The introduction of the bill also will depend on the status of the system's supplemental budget, which asks for \$9.28 million for the school.

A member of the House Finance Committee, Falls was optimistic about the bill's chances. "I believe they will find the money."  
Friday also told the board that the deadline for the Department of Health, Education and Welfare and the NAACP Legal Defense Fund's preparation of a new joint desegregation plan has been extended to Wednesday. This is the second time the plan has been delayed.  
The plan will contain specific requirements that will force speedier desegregation in the state universities of North Carolina and five other states.  
In other business, the board nominated musicologist Billy Taylor to the Board of Trustees of the N.C. School of the Arts. Taylor, 55, is a well-known jazz pianist and a native of North Carolina.  
Jessie Ray Scott, wife of former governor Robert Scott, was nominated to the Board of Trustees at North Carolina Central University.

## DTH announces changes; staff members wanted

Jack Greenspan, Gene Upchurch and Rouse Wilson took over as *Daily Tar Heel* features, sports and photography editors, respectively. Sunday, joining seven editors appointed two weeks ago by editor-in-chief Greg Porter.  
Other positions on the staff including news writers, feature writers, an editorial assistant and a photographer are open.  
A meeting for potential news writers will be held at 4 p.m. Wednesday in the lounge outside the DTH office. Those unable to attend should contact either Elliott Potter, city and state editor, or Laura Scism, University editor, by Wednesday.  
Potential feature writers should contact

Greenspan. Interested photographers should come to the DTH office Monday afternoon to talk to Wilson. Photographers should bring a portfolio if they have one. Darkroom experience is necessary.  
Those interested in the assistant editorial position should contact either Lou Bilions or Ed Rankin, associate editors. The job entails research and possibly writing.  
In addition to those already named, editors are Joni Peters, managing editor; Chuck Alston, national editor; and Jeanne Newsome, arts editor. Keith Hollar is assistant news editor, and Lee Pace assistant sports editor.



**The Family: Past, Present and Future**  
The Women's Studies Program of UNC invites you to attend the first lecture of a series on "The Family: Past, Present and Future" at 8:00 p.m. Tuesday night at 100 Hamilton Hall. Dr. Tamara Haraven historian and editor of the *Journal of Family History* will speak.

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For sale: 4 new Octavo wheels, aluminum alloy, 13" x 5 1/2" fits all Datsun 510-619-710 series. Were \$80.00 each, selling for \$50.00 apiece, will deliver over price. Call Paul Hooper 967-8510 or 968-8073.  
For sale: 8 track AM-FM multiplex car radio \$40, treadle Singer sewing machine \$20, oak hoosier cabinet partially refinished, \$75. 929-6588 nights until 11.  
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Lost: Softlens contact lenses in off-white case just prior to Spring Break. If found or returned in please call 929-0194. Reward offered.

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The Daily Tar Heel reserves the right to regulate the typographical tone of all advertisements and to revise or turn away copy it considers objectionable.  
The Daily Tar Heel will not consider adjustments or payments for any typographical errors or erroneous insertion unless notice is given to the Business Manager within (a) one day after the advertisement appears, within (1) day of receiving the tear sheets or subscription of the paper. The Daily Tar Heel will not be responsible for more than one incorrect insertion of an advertisement scheduled to run several times. Notice for such correction must be given before the next insertion.  
Verna Taylor ..... Business Mgr.