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Resumes

"A resume is an advertising promotional piece that touches on all things that influence your qualifications and that is geared to represent your best interests," said Edwin B. Fitzpatrick of MSU Placement Services.

Fitzpatrick, who is the assist tant director of nontechnical business and industry for Placement Services, said there are many aspects to be examined while writing a resume.

Several of these considerations are also dealt with in the Placement Manual, which is issued by Placement Services.

The manual says that for the best appeal to a prospective employer, a resume should be a summary of background, experience and ambitions. In addition, the candidate for a joh must give the impression that he knows what he wants.

Fitzpatrick emphasized that there is no one formula that joh applicants must use for writing a resume, but he did mention some key factors.

organization of a resume is in this order: name and personal employment data, employment objective, educational back ground, employment history, special interests, honors and references. The resumes should be constructed in a logical easy to follow sequence. The said. Fitzpatrick also said the can didate's employment objective

is of great importance and should be clearly stated. But at the same time the candidate must not try to overwhelm the

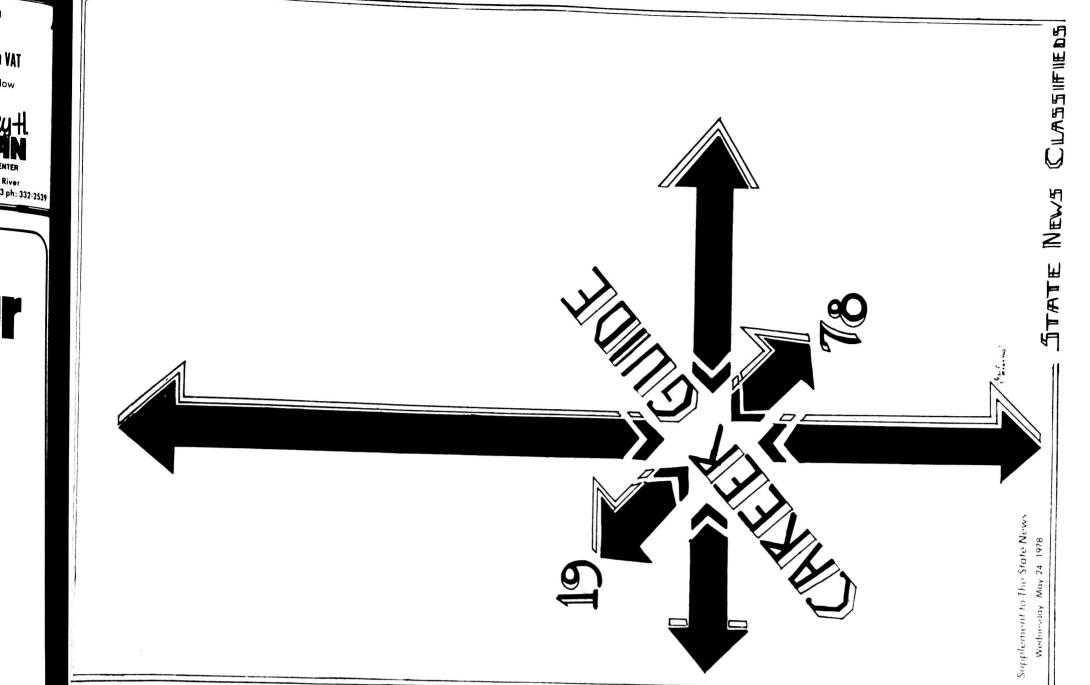
resume, there is a very decided advantage to making it only one As to the best length for a

"Most employers have a stack of resumes to look at and Another aspect of results of fresh of results is visual attractiveness. It should be appealing to the eye, he said. can only scan through them, he said. 'Get the most perti-nent information on one page.

Steps. .

continued from page 3:

In addition to following this type of timetable, Smith suggested that students inventory all the personal contacts they might have in the telest they wish to enter. She said a student should see them all to fell them what their goals are and how they hope to accomplish them.



Careful steps make

time to find work

what a drag...

about 50 current publications. The staff clips any new information on a given occupation and includes it in the files to provide the most up-to-date up-to-date enjoy talking with students on career developments.

These reports are all combined into a referral directory, which is sent to every academic advisor on campus. Also on file are the complete curriculums of

one of the most exciting — and terrifying — aspects of a person's college experience. Considering the large number of students who change their massudents who change the change their massudents who change the change their massudents who change the change t

Selecting a major and deciding upon an occupation can be one of the most examination.

By TERRI LEE TAMLYN
Selecting a major and dec

FILES ON 2,500 JOBS

plans flow

career

Lareer

Resources

Center

aids

students

information facility to provide students with the most current

help students learn more about vocational futures and career

at least once, the need for

for a career

The Career

he Career Resources Cen-located in 6 Student Ser-s Bldg., is just what its

MSU has just such a facility.

the most popular items in the CRC." Smith said.

Audio Audio-cassettes, microfilm and books are also available to "We feel." Smith said, "that professors and department chairperson, should have the

decision-making processes.

The CRC has career briefs prepared on nearly 100 different occupations. These short papers provide a format of information to help motivate students to seek additional maybe rroundate failed to tap — so under the professors combination of the professors with our's gives us ost recent career information maybe from some sources we ave failed to tap — so the

paper information to meet addition students to seek addition. These briefs in this religious and the second clude descriptions of jobs related to the occupation or degree in question, listing the many field of study may provide. The CRC had its beginnings in the vocational counseling which was started at the end of World War II. Smith said the need for an organization to systematically collect and dissystematically collect and dissystematically. tribute vocational information was long recognized, and in 1965 the first director's position was funded. Smith took over

facts about majors, jobs, and career outlooks are collected, organized and disseminated.

"Hundreds of career options are available to students," said Camille Smith, CRC director.

With our rapidly changing society and fluctuating job mar-

Each summer the CRC pre

mercial sources from each field. The CRC also subscribes to iptions, information from emoyment security offices students get through a particu-lar curriculum, and the names of all the department's academ-ic advisers who espescially thought to be useful in helping reports consist of the depart ment's latest curriculum ma supplied from each MSU

ly includes Smith, two full-time assistants and a full-time secre-

information on their own. The CRC also has several sources of information available

Smith distributes a career information newsletter to advisers at MSU and Michigan high schools.

The response to this has

been very good," Smith said. "I probably have 500 letters in my effectively without it." couldn't

most willing to speak to groups around campus about the facil ities if asked a week or two ahead of time. The CRC is open from 8 a.m to 5 p.m. Monday through Friday Smith said that repre sentatives from the CRC



CRC piles on the facts

The CRC just completed its move to its new, expanded facilities, and the staff current

work study employee.

staff consisted of Smith and one

room in the Counseling Center office complex. The original the office in 1970, when the CRC was located in a small

to make some money. And where you end up is Here is a bit of information anybody's guess. Good luck that may help you, both in the short run and in the long run. We at MSU have a variety of counseling, placement and ad counseling, placement and ad-

It can be a drudge.
It can be adventuresome.
And where you end up

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355-8255 sifieds

terms here you should already be very familiar with them," she said.

positive things to say, that one the student should go to worth it in the long run, he several unimportant intersaid.

Several unimportant intersaid.

An example of a negative their at Oefore they approach students of the placement has been defore they approach.

Manufacturing Data Systems Incorporated

State News Clasgame How to win that big interview the recruiter's time, it will be worth it in the long run," he

New pre-profess to help an employee, its thateasy! Use the students

ional advising

center open

0n

exams,

admissions

Although there are advising centers for pre-veterinary and nursing students, students inpre-professional students is open and temporarily located in 103 Natural Science Bldg, and will be permanently in room 3 By CATHY M. CALABRESE "We work in the interest of the student," said Julius R. Hoffman, assistant dean of the College of Natural Science and director of the center, which will function to help the preprofessional student through the maze of entrance exams, deadlines, applications and interviews they must face in the race for professional student they are the student of t "We work in the interest of the student," said Julius R Hoffman, assistant dean of th College of Natural Science an director of the center, whice

"We don't deal with stress counseling here," added Hoffman, but we urge students to use the Student Services Counseling Center for their program

terested in medicine or den-tistry have, up to now, been assigned advisers in the bio-

hemistry or zoology

according

number.

terviews they must face in race for professional school.

"Advising is a continuing, growing problem. There's been a gradual transition all over campus, and many other campuses, to establishing counseling centers," said Jack Kin-

on coping with stress since it's free."

The initial plans for the advising center were drawn up 10 years ago, but it wasn't until recently that the Provost allocated the funds, approximately \$25,000 for the plans to go into

"The past system of advising wasn't bad," he added, "but the trend of there being less students in pre-med in the '60s has reversed and there is an increasing number of students going into medicine in the '70s,"

A staff of seven part-time counselors are on walk in duty.
The center offers information on admission requirements and entrance examinations for entrance examinations for medical, dentistry, optometry,

pharmacy, podiatric and osteo-pathic schools, along with appli-cations and catalogs of various schools in the United States and Canada

"The whole idea is a very positive one," said Frank Bernier, Director of Admissions for MSU Osteopathic Medicine. Students who attend large universities often lack direction. They don't seem to know where to turn while people at small institutions are rather closely monitored," he said.

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New pre-profess ional advising center open

to win that big interview How

Braverman also informed the students of the placement bulletins, which include job list "Also." Phil Humfleet added.
The student should go to several unimportant interviews to get the kinks out of their act before they approach the people they're really serious Even though you may waste tinued from page 4)
positive things to say, that one
negative remark could hurt An example of a negative remark is to tell your recruiter that you never acquired experience in your field because you have never had the time. This

Sut some students ask, hat about grades, don't they the recruiter something

immediately tells the recruiter that you are not really interest

serious career,

positive remark. Tes, my grade point is low. Braver man gave as an example. But my work experience in my work experience in my major will compensate for that. Besides. added Randy Lanning, recruiter for Bob Evans Crp. "If you have some experience in your field, if you're honest about your feelings of you have a weak grade t average and the interviewer confronts you with it able to bounce back with positive remark. "Yes,

impression on the recruiter.
Another way to make a good impression is to research the

where you want to go, and you have a good personality you will already have made a good

unprepared and you shouldn't go into an interview without doing your homework either." he said.

game

terms here you should already be very familiar with them," she the recruiter's time, it will be worth it in the long run," he said.

ings. "If these are your last two

Placement Services work shops will be held through May 31. Placement Services posts topics and dates.

THE

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TERRILLE TAMINN
The following schedule has been prepared by Career Recourses Center director Camille Smith, to help students make the best use of the career information sources available at

Freshman year: Identify personal interests,

sonal assistance from the p connection of the connection of connecting Center staff.

Report protections and long range personal goals.

Explore various academic m

the Counseling Center.

To begin obtaining meaning ful work experience, visit the disciplines as areas of study.

Expand your information have on occupations that in terest you utilize the CRC. academic

Kramming.

Attend workshops in study skills, decision making and time management offered by the Learning Resources Center and Enroll in ICD 100: "Career Planning and Academic Pro-

Take inventory of the skills and abilities you've developed. Apply for and take necessary exams for government jobs, graduate or professional school. study or employment.
Further explore career opportunities and select at least four that are most interesting tion of requirements for your selected choices. Explore the possibility of a summer internship related to your interests, values and Determine and plan comple-Senior Year:

Continue career exploration related to your study area. Select an academic degree program appropriate to your self appraisal.

Attend workshops on resume writing and interviewing.

Establish your credentials

tile.
Use the placement bureau

Volunteer Bureau.

Review the experiential in formation files in the CRC.

Attend job fairs sponsored by the MSC Placement Bureau.

Sophomore Year.

FILES ON 2,500 JOBS

plans flow

career

Careful steps make

Career Resources Center aids students

Review and revise your ap-praisal of your assets and liabilities.

Consider career related activities such as practicums, independent studies, internships, volunteering and summer jobs. Research various job mar

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Discuss career educational plans with counselors, advisers, professors and employers.

Junior Year: Begin thinking about the variety of choices open to you after graduation: graduate Begin

services for setting up interviews with prospective employers. continued on page 8)

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Interviewing INGTON (AF interes appro-natural gas p impasse on program that make break

can

By THERESA D. McCLELLAN

This question seems to throw off the unprepared student when asked by prospective employers, according to Gail Braverman of MSU Placement zeu me something about yourself."

usually don't know where tart," admitted one junior.

interviewer asked that kind of question," she said. "With my first interview. I sat there and could not express myself very well when the

The student is usually lost on where to start, but one of the ways a student can handle that n advance, Braverman sug-

questions like this, and using strong adjectives to describe "Knowing what you are going to say in response to open-ended your accomplishments, training and personal qualities will show your interviewer how articulate

ou are as well as enable you to

yourself in an interview and tips on selling yourself if you have a weak grade point average were some of the highlights at a some of the highlights at a sell yourself," she said.
Information on how to handle

when asked such "open-end-ed" questions as. "Tell me about yourself," and "What motivates you?" be prepared to tell your strengths and weaknesses.



Gail Braverman, MSU Placement Services

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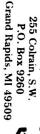
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workshop on interviewing tech

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prepared student will be able to handle this and other questions, he said.

The night before the interview the student has the student had the student has the student had the student had the student had the student had the suggested Phil Humfleet, re-cruiter from Wendy's Corp, "Recruiters usually ask the student this type of question to determine how well they think," Humfleet said. "But the wellgood impression if he can sell himself well."
"The first five or ten minutes will determine if you are accepted or rejected." Braverman said. "Use those to bring out your strength."

tions to labor have been largely ignored by historians, said Robin Jacoby, a University of Michigan history professor.

Speaking at MSU May 12.

She indicated that this "creates the myth that women don't make good labor leaders and cannot contribute (to the labor

By RICK WESTON Working women's con

HEL

Jacoby said, current history books imply that all labor leaders were men. Jacoby dis-

was a "women were there, too, approach." Jacoby observed two ways tapproach the problem. The firnovement) effectively

Jacoby said this approach ould work if an effort was

and file membership.

counted this by listing influen-tial labor organizers such as Emma Goldman and Rose

plain how employers are influenced by negative impressions.
"Be as positive as possible," she said. "Even if you have 10 (continued on page 6)

Braverman went on to

view, the student should make a list of his qualities, suggested on recruiter. "He'll make a pretty

HOMEMAKERS

AIDES

R.N.'S, L.P.N.'s

ing women distorts the past, present and future. "If we don't figure out lessons from the past, we learn nothing for the

International Garment Work

Jacoby warned that sleight

"One of the losses is that women don't know their historical traditions." Jacoby said.
"The result is women saying,

contributions to past trad

to focus

'I'm part of a group that never resisted.' "

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What's E.L.'s suspense to CHiPs? See

Jacoby stated that the second approach was for women to take less of an "upbeat historical attitude." "The basic fact is that women are represented in the low levels of union rank and file," Jacoby said. She mentioned "men's club." "Male unionists not only haven't made many efforts to include women . . but even Jacoby cited sexism as a barrier to women's progress. She said male trade unionists have regarded their unions as "male spheres," an exclusive Jacoby said. She mentioned that labor leadership is still that labor leadership is still predominantly male, even in unions with high women rank-10 1000

Jacoby saw low wages and widespread prejudice as reasons for the exclusion of actively seek to keep them out," Jacoby said.

Jacoby saw low wages and she noted, women were not given enough education to bet-ter themselves, thus perpetu-

ating a vicious cycle.

"Lower wages make men think that women have less to offer." Jacoby said. She observed that women historically served that women have concentrated Jacoby also saw prevailing male viewpo

woman working as being emas-culating to her husband.

we been largely concentrated unskilled jobs. "Women then convince them-selves that their job interim is to be as short as possible."

"Prior to the CIO, unions were not soliciting unskilled workers," Jacoby stated. "Reason dictated — so the rationale went—that men got the skilled jobs." movement, but This view not only restricted entrance back into the labor movement, but also discourctive leadership role

Jacoby said that women also were regarded as temporary members of the labor force because of their child-rearing capabilitites. In consequence, "Women organizers are unable to find a man who can adjust to the living set up, the many hours spent traveling and the unusual hours that the job

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