



Barb Mikel,
GCSANC Association Manager

OFFICE NOTES

August 2003

As I write this, I am looking forward to a week of fly fishing in Montana.

I'd like to thank host superintendent Brian McCrae and Tournament Coordinator Barbara Ward of Eagle Ridge Golf Club for jobs well done as hosts for the Bert Graves Scholarship Research Tournament. It's always fun to meet the faces behind the voices, and Brian and Barbara are certainly enjoyable, gracious people! Thanks again for all your help.

Look for the Oakland A's Crew Appreciation Day to become an annual event thanks to efforts of Jeff Shafer. Last year we had over 200 people attend. Hope you can make it again this year!

Congratulations to retiring superintendent Mulkh Raj, after 37 years in the business (31 with the City of Livermore.) We all wish you the best "leisure future."

On this page of the newsletter, please find and forward the job notice distribution you prefer. In order to send you a fax or email job notice, non-profit organizations like the GCSANC are required by the FCC to have permission, irrespective of any previous business practice. This method of notice distribution will save us over \$170 for each job notice processed and make for a faster distribution. Your cooperation is essential!

For info. E-mail Barb Mikel at:
gcsanc@e-easi.net

TOP 10 Resume Writing Tips

- 1** Make sure you have your personal e-mail address on your resume. Not only does it help with contacting you, it also shows that you are accessible through the most current method of communication.
- 2** If privacy is important to you, make sure you have your personal phone number on your resume, not your work number.
- 3** Avoid including an Objective area at the top of your resume. Replace it with Summary of Qualifications. With your strengths listed prominently up-top-and-center, it will catch the employers eye, and in turn, might just get you the interview.
- 4** Avoid typos on your resume. Have five of your closest friends or family members give your resume an edit read. You'd be surprised what they might find.
- 5** Try not to drop other people's names in your resume. It can sometimes dilute or distract from who you are. Share information on those relationships in your verbal interview when appropriate.
- 6** Get your dates of employment straight. Make sure you are not overlapping dates or showing big gaps of time without an explanation.
- 7** Towards the end of your resume, include a section called Affiliations or Community Involvement. Employers want to know that you are connected with your community.
- 8** Avoid Sections called Personal or Hobbies or Special Interests. Save those topics for verbal discussion at the interview.
- 9** Do not use someone as a reference unless you have informed them ahead of time. Let your reference contacts know specifically what type of job you are applying for so they are best prepared to address any questions that might come up when they get the call.
- 10** The truth prevails. Never lie about anything on your resume.



**LOOKING FOR A DREAM JOB?
THE GCSANC CAN HELP!**

JOB BOARD

"As previously noted we will begin to circulate job notices via e-mail and fax. Please provide the appropriate information below."

- 1** Please e-mail your current email address to gcsanc@e-easi.net indicating you wish to receive future job notices via email.
- 2** Please fax your current fax number to **530-626-5132** Indicating you wish to receive future job notices via fax.
- 3** Your e-mail and fax number are NOT distributed outside of the association membership. A new FCC rule requires your permission for us to use this method of notice for you.

The board of directors voted to continue job notices via these two methods in March 2003."