

WHAT NOT TO PUT IN YOUR JOB RESUME by United Press International

In looking for a good job, the "don'ts" are more important than the "do's."

So says Richard A. Payne, author of a new book "How to Get a Better Job Quicker" (Taplinger, New York \$5.95).

Resumes are the obligatory way of finding a job opening in most businesses, and right there is where the "don'ts" become vitally important. Here are his no-nos:

- Don't attach a photo to your resume. An employer will no longer be curious about what you look like.
- Don't state your salary objective. Let the employer try to guess. But if you're applying to a job-finding agency, you may have to state your salary aim to it.
- Don't reveal your current salary. Keep them guessing about it as long as you can.
- Don't list your references. It may subject them to annoyance. Also, it's better to pinpoint reference for a specific job after you get a nibble.
- Don't list all your previous jobs and everything you can do.
- Don't give your age.
- If you're black or belong to some other minority, don't mention the fact in the resume.
- Don't include much personal data in a resume for general mailing.

THE DO'S, Payne said, are simple: Concentrate on a single stated job objective and devote 40 per cent of the rest of the resume to your present job and your achievements in it.

In other words, lead with your strengths. Don't mention any possible weaknesses and regard everything else as only marginally relevant. Your object is to stir any employer's curiosity. Once that's accomplished, the tactics to nail down the job can be executed.

Payne's book lists steps to take after the resume has brought in replies. He suggests jobseekers try for a salary boost of at least 20-to-25 per cent over what they're making now.

The place to go
when stock is low . . .

BURDETT'S

Turf, Agriculture, Recreation & Supplies and Chemicals

Swift Road at North Avenue
P. O. Box 186
Lombard, Illinois 60148
(312) 629-1123

If you have any news that would be of interest, share it with others. Send it to me. The deadline for all news is the 10th of each month.

CLEARY PRODUCTS FOR BETTER TURF

- PMAS** — Disease and Crabgrass Control
- CADDY** — Liquid Cadmium Chloride Fungicide
- SPOTRETE** — 75% Thiram Fungicide
- THIMER** — Broad Spectrum (Phenyl Mercury-Thiram) Fungicide
- METHAR** — DSMA and AMA Crabgrass Killers (Liquids and Powders)
- MCPP** — Control Chickweeds, Knotweeds, Clover, etc. in Bents, Bluegrasses, etc.
- MCPP+2-4D**
- ALL WET** — 100% Non-Ionic Wetting Agent
- TRU-GREEN** — Liquid Chelating Agent Contains Iron, Magnesium, etc. (Apply with Fungicides)
- CLEAR SPRAY** — Liquid Protective Sticker for Grass and Plantings. Extends the Life of Fungicides Summer and winter.

W. A. GLEARY CORPORATION
NEW BRUNSWICK, N. J. 08403

COLDER WINDS COULD BE DUE TO FEWER TREES

If the winter winds seem colder on the Illinois plains perhaps it is because the bulldozer has been allowed to rip many trees from the landscape.

Louis Bork, chairman of the Kane-Du-Page Soil and Water Conservation district, says, "Windbreaks are a conservation practice which can take the sting out of winter winds. We plan to give special emphasis this year to encourage landowners to apply conservation practices which will directly improve our environment in Kane and DuPage counties.

"One of the practices we will emphasize is tree planting, and windbreaks in particular," he said.

Windbreaks offer many benefits to man. Today, as more and more people become concerned about the environment, there is probably no other conservation practice that affects the environment in as many ways as windbreaks.

Trees protect homes and other buildings from wintry winds and drifting snow. They can reduce by 20 to 30 percent the amount of fuel that is required to heat a home.

Trees are effective in reducing noise from playgrounds, highways and other sources. Windbreaks are desirable for hedge, screening and shade and provide homes, food and shelter for wild birds and animals. One of the immeasurable benefits of trees is the beauty of serenity they lend to the landscape.

Trees and other green plants provide the basic requirement for life. During their growth process they use carbon dioxide and release oxygen. Windbreaks help control and reduce the drying effects of wind on the soil and plants.

Windbreaks can be established either with bare-rooted seedlings or ball and burlap stock. At least three rows should be planted. Three rows of trees or a combination of trees and shrubs may be chosen.

AQUA-GRO QUALITY BLENDED WETTING AGENT
AQUA-T LOW COST BLENDED WETTING AGENT
STOMA-SEAL CHEMICAL CONTROL OF WILT
AQUA-GRO GRANULAR CONVENIENCE OF APPLICATION