

7. Cover the engine for storage.
8. Re-read your operator's manual, chances are you've missed something that may help you get better service from your engine.

Winterization of equipment is important and may require some special attention, but this effort will pay off in savings of money and piece of mind.

RESUME — FIRST STEP TO A NEW JOB

Many a talented superintendent is held back from obtaining a new job because he is unable to present effectively the facts about his fine character, ability, and experience when applying for a position by letter.

Writing a resume is the most common method of applying for a job opening. Assuming your qualifications for the job are adequate, your letter of application will probably be the deciding factor in securing an interview. The written resume enables the employer to determine the value of an interview; consequently your objective in writing a resume is for one purpose only — to obtain that interview. More specifically the letter of application should project a favorable image, create a desire of your abilities, be convincing, and stimulate action from the prospective employer.

Project a favorable image: A letter of application is in competition from other letters from applicants for the same job. The physical appearance of the letter should be neat and business like in appearance. Ideally the letter should be typed on 8½ x 11 paper and no longer than one page in length.

Create a desire for your abilities: This can be achieved through an organized presentation and a description of your qualifications for the job. Qualifications should be presented in concrete statements-never be vague. Don't state "I'm tactful" or "I'm ambitious" — these are conclusions the employer should be able to obtain from your explicit qualifications. . . Present your qualifications in an original manner. Qualifications stated too matter-of-factly make dull reading and tend to convey the image of a lackadaisical person.

Convincing the employer: Back up your qualifications with evidence. Such evidence could be specific details, letters, of recommendation, names of references of even samples of your work. When a job applicant describes his qualifications in detail-providing actual names, dates, and other facts about his education and experiences-he arouses desire for his services.

One more point to consider is the tone of your resume. The letter should not convey a timid or apologetic-boastful or over-confident attitude. More suitable is a tone of modest and confident statements.

Data Sheet: A data sheet should accompany your one page resume. The data sheet should include your age, marital status, business experiences, education, and names of references. The data sheet differs from the resume letter in that it is generally in outline form. The data sheet is not a substitute for an resume letter, but a supplement to it.

No attempt will be made here to present a typical resume, for no one example would be suitable for every situation.

Editor

NEWSLETTER MAILBAG

TO: ALL EMPLOYEES
SUBJECT: NEW SICK LEAVE POLICY — Effective October, 1972

The attendance record of this operation is a disgrace to our gracious members who at your request have given you your job. Due to your lack of consideration for your job with so fine an institution as shown by such frequent absenteeism, it has become necessary for us to revise some of our policies. The following changes are in effect as of October 1, 1972.

SICKNESS (NO EXCUSE) We will no longer accept your doctors statement as proof. We believe that if you are well enough to go to the doctor, you are able to come to work.

DEATH (OTHER THAN YOUR OWN) This is no excuse-there is nothing you can do for them and we are sure someone else can attend the funeral. However, if the funeral can be held in the late afternoon, we will be glad to let you off one hour early, provided your work for the day is completed.

LEAVE OF ABSENCE (FOR AN OPERATION ONLY) We are no longer allowing this practice. We wish to discourage any though that you may need an operation, We wish to discourage this because we believe that while you are an employee here, you will need all of what you have and you should not consider having anything removed. We hired you as you are and to have anything removed would certainly make you less than we bargained for.

DEATH (YOUR OWN) Rarely is this accepted as an excuse, but we will require two weeks notice as we feel it is your duty to train someone to fill your position.

Also, entirely too much time is being spent in the restrooms. In the future, we will follow the practice of going in alphabetical order. For instance, those whose names begin with "A" will go from 8:00 to 8:15, "B" will go from 8:15 to 8:30, etc. If you are unable to go at your time, it will be necessary to wait until the next day when your turn comes again.

Article submitted by Dennis McCammon,
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In Sympathy

Jimmy Thomas, former superintendent of Army-Navy C. C., passed away on December 6. Jimmy was working for the Lake Montezuma Country Club in Arizona when he was taken ill, hospitalized, and never recovered from surgery. Jimmy served as president of the Mid-Atlantic Superintendent Association in 1953-54 and then went on to become president of our National Association in 1960. He will be a tremendous loss to the superintendents association, for he strived to continually improve himself and the superintendent's position. He held pride and esteem for the superintendent's job and was respected by all who knew him.