

Starting early may be the summer job solution

ST. CATHARINES (CUP)--
by Julie Wilson

So, you're thinking about employment for the summer, right? Well, with snow still on the ground and my grandmother's tree still standing in the living room it's that time again. Although walking into a place of employment and simply asking for an application is not enough. Presentation is very important. In these hard times employers have the pick of the crop so here are some hints to put you in the ring with others who would like the same job as you.

A good resume is an essential first step. It should be printed on good-quality paper and the color appropriate to both the company and the position sought. Is the layout professional, categories well spaced, margins adequate, and key points standing out? The writing should be concise and free of grammatical, spelling and typographical errors. The type of position you are seeking should be emphasized. Use action verbs to describe your skills. Does it stress accomplishments over job duties, utilizing solid figures where applicable? Omit irrelevant personal data, e.g. date of birth, marital status. Provide telephone numbers for messages. Consider whether or not the chosen format best suits your background, personality and employment goal?

How well do you make your resume concise and appealing to an employer?

Content: Always include complete identification, education and work experience.

Identification: List in reverse chronological order starting with the most recent University-include name, location, dates of attendance, degree obtained and area of major, relevant courses (optional), grades (if B average or above), and any academic awards. High school-include name, location, dates of attendance, diploma awarded, grades (if B average or above), any academic awards. Also include specific skills (optional): foreign languages, computers skills, etc.

Work Experience: Record all work experience (volunteer and field placements as well). List all the organization's names, the location, the dates employed, the title of the position, the skills you developed and any specific accomplishments. Use action verbs to describe your skills (e.g. planned, organized, developed). List experience indicating leadership potential, organizational abilities, communication skills,

creativity and teamwork which are of particular interest to employers.

Extracurricular activities: Mention clubs, professional associations to which you belong, community involvement, volunteer experience, hobbies, interests, sports and any elected position that you have or have held.

References: The preferred format is to indicate "Available on request". If you choose to provide reference it is suggested that you list three people including their name, position, address and telephone number(s). References should be able to comment on areas such as employment (previous employer), academic (prof or seminar leader) and the personal (family friend, clergy).

Your next step is to write an effective cover letter. A good cover letter is not only an excellent indicator of your organizational skills, it should make an employer want to take an extra step and read your resume. A cover letter accentuates information in your resume.

First paragraph: State why you are writing and the position or general area of work which you are interested in. Indicate how you learned about the position.

Second paragraph: This section should be interesting to the reader by appealing to the organization's needs. Keep in mind the qualifi-

cations needed for the position.

Third paragraph: Talk about what the employer has that is of interest to you and why or try to identify something about the company that shows you are familiar with their current status. Suggest how you will contribute to the company.

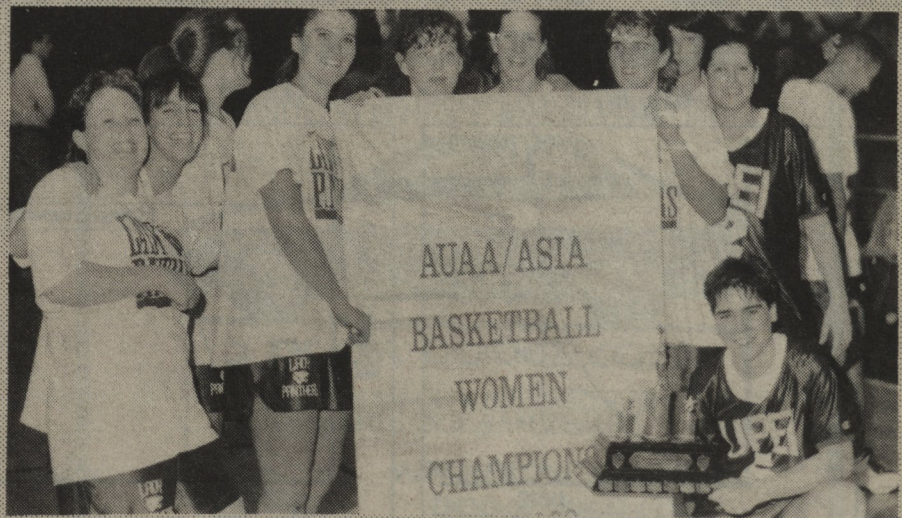
Fourth paragraph: Close by requesting a personal interview.

Each cover letter must be individually typed; do not photocopy or send a handwritten letter. Keep it to a one-page format. Try to address each employer by correct name and title. You can research this.

Tell the employer how your skills, training, education, and qualifications met his or her needs. Your personality should be warm, personable and creative and reflect why you should be hired.

If an actual position is advertised with qualifications listed, make sure your letter shows you have each one. Proofread your cover letter for spelling and grammatical errors. Do not rely on spellcheck.

A good cover letter should draw interest from the reader to go to your resume. Take your time to prepare a letter which serves as a good introduction to yourself. ●



CONGRATULATIONS LADIES!
U.P.E.I.'s Lady Panthers pose with their recently won A.U.A.A. trophy.