

Career Line

By WILLA STEVENSON

As the reality of graduation dawns on each student in his final year, the necessity of job-hunting becomes uppermost in the thoughts of many. This unavoidable process can cause panic, confusion, and loss of sleep, as visions of incomplete application forms and unwritten resumes dance in our heads.

Today's version of CAREER LINE will alleviate some of the agony and fear, while setting you on the right track headed in a positive, productive direction. First, however, a few mind-benders, taken from Geoffrey Lalonde's pocketbook called "4 Minutes To The Job You Want":

-Did you know that most resumes, on the average, are set aside in 14 seconds by the employer? This means s/he reads your name, your personal details, then stops at the first big paragraph.

-Did you know an employer subconsciously decides whether to hire you in the first 4 minutes of your interview?

-Did you know 95 per cent of career jobs are never advertised in the newspapers?

-Did you know that if you are twenty years old and will work until the age of sixty-five, you have a total of 90,000 hours of work ahead of you?

If your answer was "no", you, like many others, are in need of further education.

To begin with, the documentation you prepare before job-hunting is the most critical step in attaining your career goals. A resume is not only an information transfer document, it is your 30-second commercial which sells you before, during and after the interview. So the central problem is not only how to write one, but how to get yours read.

1) Make it readable. Write in columns, use wide margins, plenty of space. Don't intimidate the employer with long paragraphs - this is not a term paper. One's eye travels from top left to bottom right on each page, so put important information (your name, address) at the top left.

2) Emphasize accomplishments as opposed to duties, responsibilities, or tasks performed. Larry Finkelman of the Counselling Services Career Centre suggests, "begin sentences with action-oriented words such as organized, planned, designed, implemented. Verbs are the language of skills and this emphasis is crucial". Be result-oriented, show what you've produced and accomplished in a tangible way, such as facts and figures, volumes of money. For instance "Business Manager of the Brunswickan" would be better described with: Administered a budget of \$50,000 for student newspaper and printing operation." Other factual examples include; "Designed and implemented a survey of ten health and social services programs" and Independently tallied cash of up to \$20,000 per day."

3) When citing previous job experience, don't describe everything you did; instead, look back on the experience as a whole, mentioning something you are particularly proud of. (eg: "Gained trust and respect of managers").

4) Resumes are often more effective when oriented towards a specific job, field, or organization. Mr. Finkelman suggests you "zero in on the type of job you want, then use the language of the field, show your knowledge of its characteristics." In short, have a clear idea of what you're after, so that your resume will be slanted in a concrete direction.

Often the most important factor - identification of your particular skills - is the most difficult to pinpoint. If you have a stumbling block, don't hesitate to call the Counselling Services Career Centre at 453-4820 for an appointment.

For information on resume writing, head for the reserve desk at the Harriet Irving Library, or the Counselling Services Career Centre Information Library, (Alumni Memorial Building, ground floor), where pamphlets and books, such as Richard Lathrop's "Who's Hiring Who" are available. Also, the Canada Employment Centre on campus provides material for graduating students, as well as resume reading and feedback sessions. Call Ron Jackson or Bob Moore at 453-4668 for details.

Howie announces scholarship

York-Sunbury M.P. Bob Howie today said that the National Research Council is inviting applications from honour students in science and engineering for summer positions in its laboratories. Mr. Howie said that positions are available for students in architectural library sciences as well.

"Any students who expect to complete their year with

first or second class honours and are interested in one of these positions should complete and return N.R.C. summer application form which will soon be available

at the placement office on campus and is now available in my constituency office. Applications should be made before November 18, 1983 and should be accompanied by a copy of the

most recent transcript of marks", he said.

Mr. Howie indicated that while most positions will be in Ottawa, placements will also be made in Halifax,


Saskatoon, Victoria, Penticton, Montreal and Quebec.

Applications for summer employment should be made to the Employment Officer, National Research Council, Ottawa, K1A 0R6.




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Or Phone Wanda at 454-3321

NOTICE OF MEETING

UNB Young Liberals are meeting at 7:00 pm on Thursday, October 20, in Room 103 of the Student Union Building

(Inserted by the N.B. Young Liberal Association)