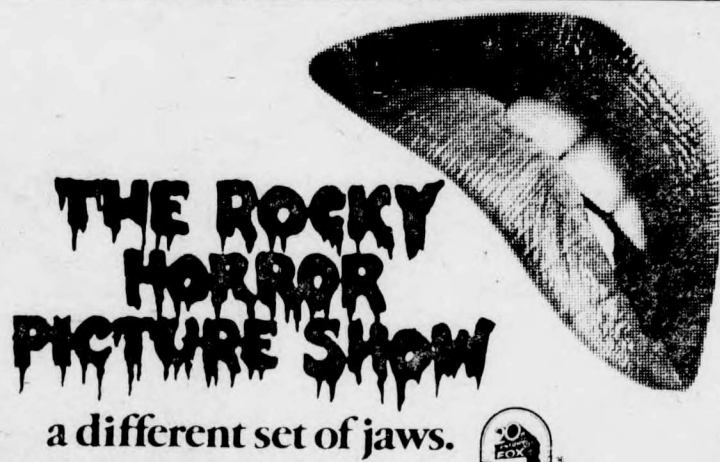


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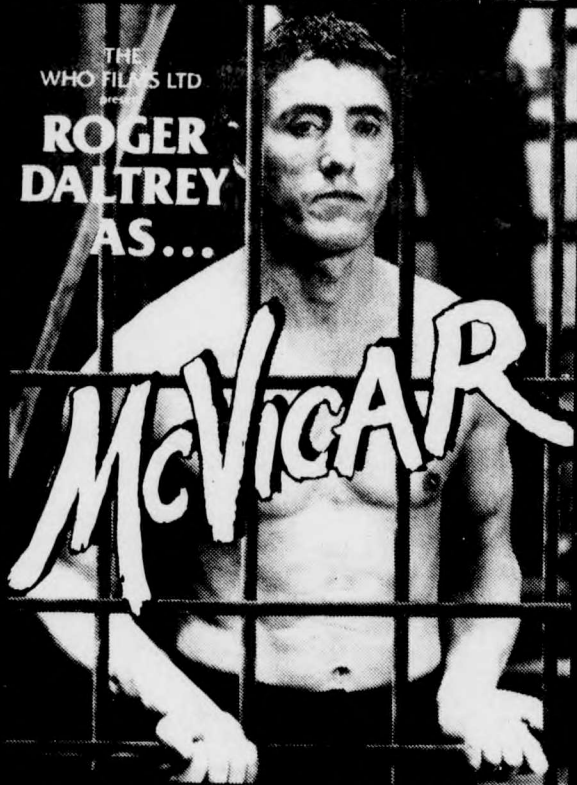
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CAREER CENTRE

The resume and how to use it

Suzin Ferris

A resume is not just a summary of your background. It is a unique, concise statement which highlights your qualifications, experiences and interests as they relate to the desired job. Although the information you provide may be similar to that requested on a standardized employment application form, the resume is your chance to present and organize the information in a format which emphasizes your most important assets.

A resume is a promotional piece which markets you. It is designed to:

- catch the attention of the potential employer
- encourage the employer to see you as a potential employee
- gain you an employment interview

Remember, to write an effective resume, you must know:

- what you have to offer
- what types of employment you are looking for
- what the employer's needs are
- how to tailor-make your resume to match up your skills with the employer's needs.

The more complete your self-assessment, the better you will be able to highlight your assets.

Have you formulated a career objective?

Do you remember the date and other details of your work, volunteer and educational experiences?

Have you analyzed each of your experiences to determine what you have learned or accomplished?

Do you know what transfereable skills you have developed from your experiences?

Do you know whom to select for good references?

There is a wide range of self-assessment areas which should be explored before going job-hunting. If you are interested in exploring self-assessment further, there are a number of resources in the career centre which can help you. These include: Gaymer, Rosemary. *Self-Assessment*. This is a free handout which is filled with career planning questions. The booklet is a little dry but it does allow for thorough self-assessment.

Figler, H. *Path*. An excellent career planning book filled with creative exercises to help you analyze your career plans.

Bolles, R. *What Colour Is Your Parachute?* The classic job-hunting manual which emphasizes the self-assessment process.

Scholz, M.T., Price, J.S., and Miller, G.P. *How To Decide For*

Women. A good career book directed at women's needs.

For more information on the resume, the Career Centre has its own publication, *How To Write A Resume* (from which the preceding material has been adapted) by Jayne Greene-Black. This is an excellent resource designed especially to meet the needs of York students and alumni. The Career Centre counsellors will also (by appointment) assess and critique your cover letter and resumes.

For more in-depth assistance on career-planning and job-search, please contact the Career Centre (667-2518) for information on the dates and times of our workshops.

Suzin Ferris is a Career Counsellor at the York Career Centre.

More from the mailbag

The resources available to the University are not elastic, and the fact is that if required budget cuts are not made in one area this results in a diminution of services elsewhere at the University. Unfortunately some members of the community seem unable to understand, or unwilling to accept this, and feel that their own department should be sacrosanct.

Dean Lawrence succinctly summed up the position of the University — "Its dilemma is how to allocate diminishing revenue to its expanding services", and it would seem only logical that the best possible use should be made of every available dollar. In this context Professor Kenneth Golby's letter, (Look at all the Little Piggies), which indicates one nonsensical way in which

funds are wasted should be of concern to all. The charges for garbage pick-up in the parking lots alone amount to \$10,000 a year, while vandalism accounts for many times this figure, facts which students might well consider when they complain of having to pay higher tuition fees.

Peer pressure from the "silent majority" of responsible students would do a great deal to decrease the incidence of vandalism and anti-social behaviour which I refuse to believe is acceptable to most of them, and would result in a saving of valuable resources which could be diverted to good use elsewhere.

C.G. Dunn
Director of Safety and Security Services

Invest your graduate degree wisely

You're looking for a high return on your education and work experience. We're looking for high performance on our people investments.

People who are analytical, decisive, people-sensitive, persuasive & ambitious. People who'll move quickly to our middle & senior management positions.

Could be we should be talking to each other when we visit your campus in the next few weeks.

Contact your Campus Placement Officer for further information.



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