

Tips for a Better Resume

According to the 1994-95 *Career Services Handbook*, there are several common mistakes one should avoid when putting together a resume.

The handbook, distributed by the UNLV Career Service Center, suggests the most important thing applicants can do is **check over the resume before sending it out**. Correctable errors can mean the difference between getting or not getting the interview.

Here are some common mistakes and tips on how to avoid them:

1. The resume is too long:
Keep resume to one page. Tighten sentences, eliminate repetition, don't spell out information that is implied in other portions of the resume, use a separate sheet for references, omit personal information, such as height, weight, marital and health stats.

2. Failure to send cover letter:
Send a cover letter with each resume. It should be brief and business-like but introduce a personal touch to distinguish it from other forms of routine correspondence. It should arouse the interest of the employer to initiate further contact and sent to a specific person within the organization. Specify interest in a specific job or the company

itself.

3. Poorly typed/sloppy resume:
Resume should be neat and tidy. Sixty percent of employers polled base their opinions of a resume on appearance alone, and can see a sloppy resume as a sign the employee will be the same. Use a good white or ivory bond paper and have the document printed from a good printer (laserjet is best).

4. Resume is disorganized:
Market the most important information (education, job experience, etc.) first. Use clear, concise sentences to present the information.

5. Resume is over or under written:
These resumes do little to market a candidate.

6. The resume tries too hard:
Don't use hard-to-read type-set, photos or exotic paper. These tend to distract from the professionalism and clarity of the resume's presentation.

7. Careless mistakes:
Avoid this area by spell-checking and proof-reading the resume.

8. Resume is not oriented for results:

List academic accomplishments and previous job experiences. Don't be afraid to tell a prospective employer what you will bring to their organization.

Aids for the Job Search

UNLV is now one of 150 select colleges across the U.S. offering free, practical materials on career choices and job-hunting. The "Career Choices Center" materials, available in the Career Placement Office, include six booklets containing up-to-date career descriptions within fields of study, salary information, insights from successfully employed individuals, tips for the job search, and hundreds of further references and resources for students to contact. The materials were developed in cooperation with Career Counselors, students, and industries, including the government and nonprofit sectors.

The six Career booklets are:
• General Career Guide: Net-

working, Contacting, Interviewing, and Negotiating

• Marketing: Advertising, Marketing, Public Relations, and Sales

• Money & Finance: Accounting, Banking, Consulting, and Investing

• Communications & Entertainment: Entertainment, Leisure, Media, and Travel

• Public Service: Education, Government, Health Care, and Not-For-Profit

• Off The Beaten Path: Entrepreneurship, Interning, Volunteering, and Working Abroad

For more information, please contact Career Services Center located at the Reynolds Students Center Suite 300 or call (702) 895-3495.

RESTAURANT MANAGEMENT

Climb Our Ladder of Opportunities!



We are Family Restaurants, Inc. a \$1.2 billion leader in the foodservice industry. Our extremely successful Family Restaurants Division, consisting of COCO'S and CARROW'S restaurants, has ongoing opportunities for Restaurant Management candidates.

We provide extensive training, growth opportunities and a career path that can't be beat! Currently, we're seeking graduating Seniors of the Hotel and Restaurant Management Program to join us at various locations throughout the Western United States.

As an industry leader, Family Restaurants, Inc. is able to offer comprehensive benefits including competitive salaries & bonus plan, major medical, deferred savings plan and 2 weeks vacation after 1 year.

Plan to join us at the **Campus Career Fair on March 1.**

If unable to attend, send your resume to Patsy Estis, Recruiting Department at FAMILY RESTAURANTS, INC., 18831 Von Karman Ave., Irvine, CA 92715. FAX: (714) 757-7987. Equal Opportunity Employer.



Jessica Holmes

5000 W Sahara
Las Vegas, NV 89139
(702) 555-1122

EDUCATION:

Bachelor of Science, **Electrical Engineering**
University of Nevada, Las Vegas, Candidate May 1995
Overall GPA 3.4/4.0

Associate of Arts, Engineering Science
Montgomery Community College, Rockville, MD
December 1993
Overall GPA 3.1/4.0

Major Subjects

• Communications Systems • Digital Systems • Power Systems • Microelectronics
• Electromagnetics • Feedback and Control Systems • Fortran and assembly (PC & VAX)
• Safety Design

EMPLOYMENT EXPERIENCE:

Electrical Engineer - Co-Op December 1994 - present
Ocean Spray Cranberries, Inc. Henderson Facility
• Designed, created, and maintained Standard Operating Procedures for several machines, systems and areas
• Setup and maintained computer hardware and software
• Trained operators on procedures and safety practices

Electrical Engineer - Summer May 1993 - August 1993
Kerr-McGee Chemical Corporation Henderson Facility
• Organized, maintained, and updated drawing database
• Utilized AutoCad to draw wiring diagrams and piping and instrument diagrams for several projects
• Created and amended wiring diagrams for power systems

SKILLS:

• PSPICE Circuit Simulation Software
• Word Processors for DOS, Windows, and OS/2
• Spreadsheets for DOS, Windows, and OS/2
• AutoCad Release 12 for DOS and Windows
• UNIX System
• Tektronix 2221 Dual Trace Oscilloscope
• Logic Analyzer
• Tektronix curve Tracer
• Orcad Circuit Design Software
• OSHA Awareness Certification

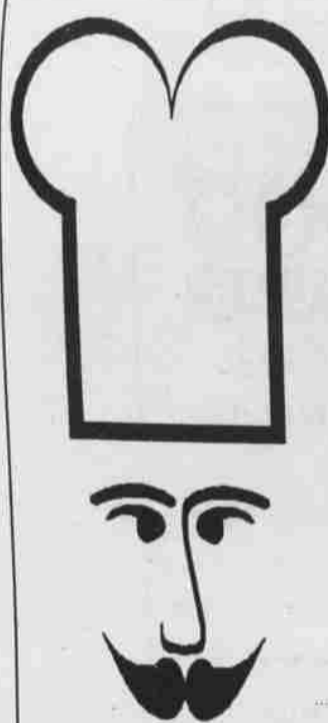
ACTIVITIES/AWARDS:

• Tau Beta Lambda - Engineering National Honor Society
• Golden Key National Honor Society
• Dean's Honor List
• Alpha Kappa Alpha Sorority

REFERENCES:

Available upon request

Sample resume of an undergraduate in a technical field. The suggested format focuses first on academic achievement, followed by work-related experience.



Are you looking for:

- Regular, consistent hours
- Great benefits
- Management position

Because we are looking for:

- Creativity
- Excellent preparation and presentation skills
- Fresh ideas

Working in the food service end of a long-term care facility offers you the ability to get to know the people you are serving. They will provide immediate feedback, enriching relationships and a warmth that will surround you.

Learn what **Life Care Centers of America** has to offer you and tell us what you have to offer. Come visit our booth at UNLV's Career Day, March 1.

We may be just what you're looking for!



* An equal opportunity employer.