

Three "A's" to Succ

Ability

Appearance

Attitude

By **JODI PREISLER**

Copy Editor

With the spring semester in full swing, many students have begun to worry about what to do after graduation. For some students the answer is graduate school, but for most students this is crunch time to line up a job that will put their degree to use and put them on the fast track to a career.

There are three key factors to consider for job hunting success: ability, appearance and attitude. The first factor, ability, is initially recognized in a person's resume. When it comes time to meet the employer, appearance will make a lasting impression. Finally, attitude translates into good interviewing skills, that demonstrate that a candidate will make a good "fit" within the company. By knowing what employers are looking for, students will have the upper hand when it is hiring time.

To get started, students need to prepare a well-written, well-presented resume. It is the first representation of the candidate that an employer sees, and although a good resume will not get the student the job, a bad resume could cost the applicant the interview.

A resume should begin with a heading that contains name, address, telephone number, and email address. If a student is away at school, include both the school and permanent addresses and telephone numbers. Use a professional e-mail address, avoiding things like babe_alicious@aol.com. It is also a good idea to use

an e-mail provider other than the one provided by the school, since a student will likely lose access to the e-mail after graduation.

Avoid using vague descriptions, fancy typeface, and excessive bold and italics. Most importantly, make sure there are no spelling, punctuation or grammatical errors. Employers might get hundreds of resumes for a single job so just one error is likely to land the resume in the trash without consideration.

Some career counselors recommend putting an objective on the resume. This will show the employer that the student has a good grasp on the position he or she is applying for.

Students with little or no work experience should use their education history in place of employment history. The education section should include the name of the school, the student's major and minor, if applicable, and the date the degree was received.

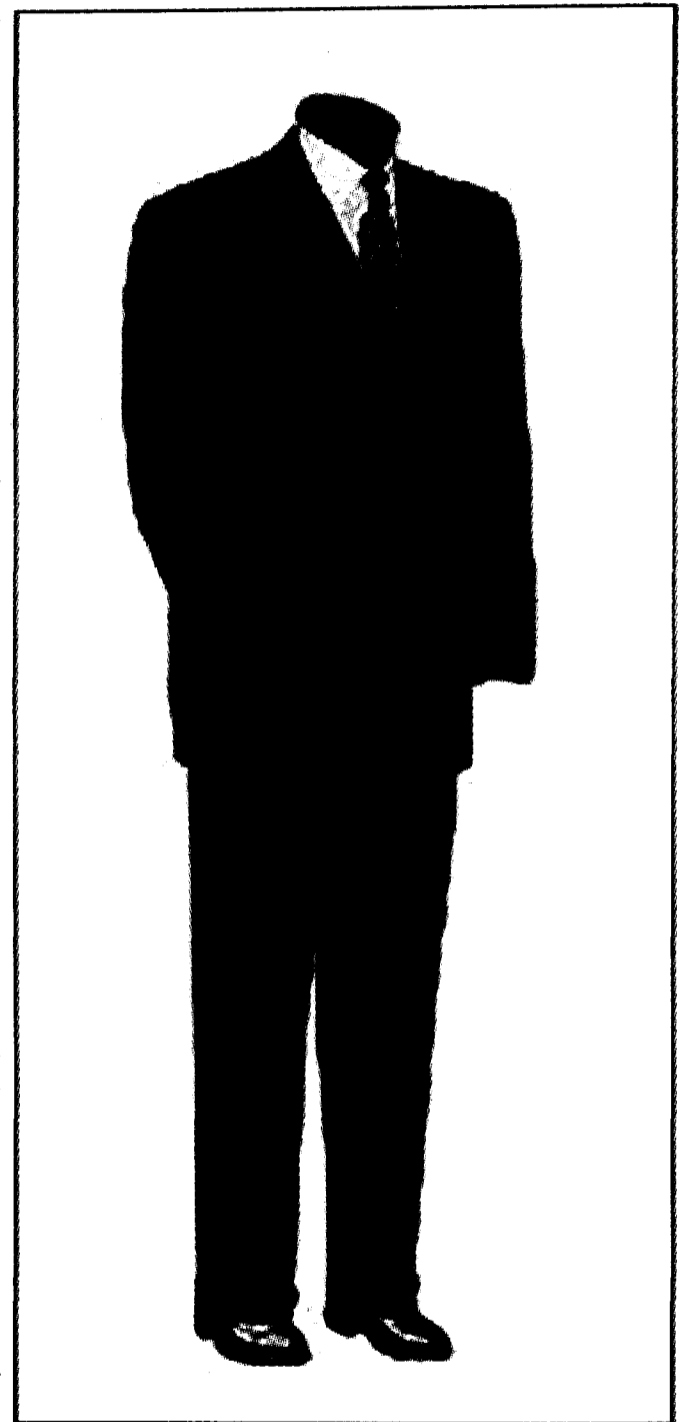
A high GPA is a good way for a student to sell himself to an employer. But a student with a less than stellar GPA might consider excluding it.

"GPA is a valid predictor of success," said Karl Martz, coordinator, Career Services. "Good grades mean good skills."

The resume should also include things such as work experience, honors and awards, activities and scholastic clubs in which the student has participated. A student's resume should be no longer than one page.

For the well-seasoned student the body of the resume should focus on work experience. Tailor the content to relevant experience specifically for that job. Other work experience should still be listed but kept to a minimum so that more relevant experience is the main focus. An experienced applicant may have a two page resume, but never more than two.

"We are finding that clients are being very specific and their job requirements



courtesy of Purdue University

Industry standard attire for men is a well pressed business suit with a conservative tie and collared dress shirt.

Martha Jones	
Current Address: Young Grd House #1602 West Lafayette, IN 47906 (765) 555-5555	Permanent Address: 4334 Lake Street Troy, MI 48066 (888) 123-4567
Email: mjjones@mgmt.purdue.edu	
OBJECTIVE	
To obtain an internship in the field of Human Resources	
EDUCATION	
Purdue University, School of Management, West Lafayette, IN Bachelor of Science in Management, Minor in Human Resources GPA: 3.5/4.0	
May 2003	
Relevant Course Work: Personnel Management, Labor Relations, Organizational Behavior, Statistics, Public Speaking, Accounting, Finance	
Computer Skills: Microsoft Access, Excel, PowerPoint and Word	
WORK EXPERIENCE	
Human Resources Intern SEARS COMPANY, Troy, MI	
May 2001 - August 2001	
<ul style="list-style-type: none"> Analyzed workforce demographics; projected future staffing needs Planned and conducted employee feedback sessions involving all staff Assisted with the implementation of Diversity and Affirmative Action programs Learned advanced sales training techniques at company training workshops. 	
Senior Sales Associate SEARS COMPANY, Troy, MI	
May 2000 - August 2000	
<ul style="list-style-type: none"> Trained 12 new sales people Delegated tasks such as arranging displays and tagging for sales Served as department manager while manager on vacation 	
Sales Person FOREST LAKE COUNTRY CLUB, Bloomfield Hills, MI	
May 1999 - August 1999 May 1998 - August 1998	
<ul style="list-style-type: none"> Sold golf equipment and merchandise Won award for Most Productive Salesperson 	
ACTIVITIES AND HONORS	
Treasurer, Society for Human Resource Managers Rush Chairperson for Alpha Chi Omega Presidential Scholarship Award Recipient	Habitat for Humanity Purdue Varsity Soccer Team Reader for Student with Disabilities

courtesy of Purdue University

An example of a resume for a student with little to no prior work experience. Student resumes should not exceed one page and focus mainly on the student's educational background.