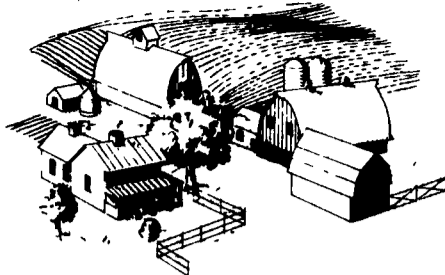


FARM MANAGEMENT



Landing A Job: Strategies For Farm Wives

BY PATRICIA L. POWLEY
Extension Home Economist
Financial and Consumer Issues

Because of the instability of the agricultural economy, many rural homemakers are looking for work outside the home for the first time in years — maybe ever.

This article is the third in a series on the subject of landing a job.

Writing a Resume

A resume (pronounced reh-zoo-may) is a one-page description of your experiences, skills, and abilities. Even though a resume is not required for all jobs, it is your opportunity to persuade an employer that you should be considered for an interview. A resume is like a coming attraction for a movie. After reviewing it, a prospective employer decides whether he or she wants to see more.

A resume includes the following:

1. Your name, address and telephone number
2. Your occupational goal
3. Your education — this may include relevant subjects you have taken that apply to a particular job
4. Your work experience — includes part-time jobs, farm related work experiences, and volunteer work
5. Personal characteristics and

interests

6. Statement of references

As a farm wife, be sure to emphasize skills and experiences you have with no work experience outside the home and farm. Certainly you should include a section entitled *Work Experience* if you have worked for pay either part or full time. After naming the job you should list the responsibilities you had in that position.

The following are two examples of listing responsibilities for specific jobs:

Food server, Country Estates Restaurant, Harrisburg, PA (1966-67)

- developed strong communication and public relations skills
- coordinated scheduling and inventory
- earned three "employee of the month" awards

Retail clerk, Northwest Fabric Store, Lancaster, PA (1968-70)

- managed inventory
- created merchandise displays
- developed strong customer relation skills
- sold fabrics and sewing notions

It is essential that your resume be error-free and typed perfectly on good quality paper. It is best to have someone you trust proofread it for you.

Your resume may be changed somewhat when you apply for different jobs. The sentence describing your objective should fit the job you

are applying for. You may also want to add or drop some statements in the *Related Experience* section so that you include primarily experiences that apply to the position you are seeking. If you'd prefer to have only one resume, you can change your cover letter to emphasize pertinent experience.

References

References are very important. Many employers check references, contrary to what you may have heard. You need to contact potential references to get permission to use them. Check that you have correct name spelling, addresses, and telephone numbers *before* you give their names to employers. The employer may contact references either before or after an interview.

Include references who know you well and have positive things to say about you. They should include character references as well as people you may have worked for or with on committees or volunteer programs. It is advisable to use people who are professionals or are well known in the community such as pastors, business owners, cooperative extension staff, or teachers. An enthusiastic reference from a reputable source can make the difference in whether or not you get the job.

When you ask people to be references for you, give them a copy of your resume and update them on recent accomplishments. If possible, explain what type of job or jobs you're applying for.

It is best not to list references on your resume but to indicate that they are available upon request. Have the references printed alone on a separate sheet and repeat your name, address, and telephone number on that sheet.

If the employer asks for letters from your references, you need to call the references, give them the name and

address of the employer, and ask them to send a letter. It is important to check with the employer in about two weeks to see if he/she actually received the letters.

Don't forget to thank those you use as references — you may want to use them again. Let them know how you came out with your job search.

Cover Letter

A cover letter should always accompany your resume when you are applying for a specific job opening. It should be brief and interesting. It is the first thing the employer will see.

The physical appearance of the letter is important.

1. Type it on good quality paper.
2. Type it perfectly — it must be error-free.
3. Use a large business-size envelope.

The letter should be addressed, if at all possible, by name and title to the

individual with the power to hire you. If you are not sure who that is, call to get the information.

Your cover letter should begin with a sentence that catches the attention of the employer. Next, highlight and draw attention to two to three points from your resume that qualify you for the position. Note when you will be available for employment and end with a request for an interview.

Call the potential employer about one week after the letter and resume have been sent. You can ask if your letter has been received and ask again for an interview. This personal touch lets the employer know you're really interested.

If you'd like to receive a sample copy of a resume and cover letter, write to me at 1451 Peters Mountain Road, Dauphin, PA 17018 and I'll send them to you.

My next article will cover the interview.

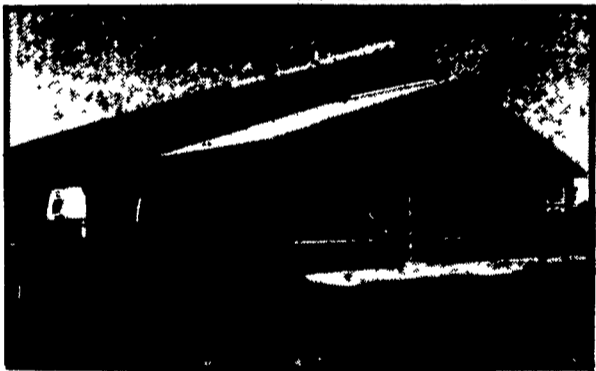
Feeder Cattle Meetings Scheduled

NEW HOLLAND (Lancaster Co.)—Cattle feeders interested in methods to protect their investment and improve profitability in feeding cattle are invited to attend a meeting and demonstration on "feeder cattle receiving programs." Two meetings have been slated for Lancaster County sponsored jointly by Anchor Labs, Hoechst-Roussel Agri Vet Co., and Penn State Cooperative Extension. The first is on Tuesday, November 7, at 7:30 p.m. at the New Holland Sales Stables in New Holland; the other is on

Wednesday, November 8, at 7:30 p.m. at the B & R Cattle Co. in Marietta.

The program will include demonstrations on implanting and vaccinating by Eugene Barefoot of Anchor Labs and Deworming by John McFadden of Hoechst-Roussel. Dr. John Comerford, Penn State Extension beef specialist, will discuss ideas for properly receiving feeder cattle. Area cattle feeders are urged to attend. For more information contact Penn State Extension livestock agent Chet Hughes at 717/394-6851.

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