

Town

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Fraternities charged
 Tensions arise not only between the town and the administration, but also between University students and the town.

The borough's undercover police investigation of fraternities to crack down on alleged underage drinking last semester brought bitter complaints from many students.

Twelve fraternities face a charge of serving alcohol to minors and will stand trial sometime this month or next month.

Student leaders' opinions now on the situation are mixed.

"We're doing fine right now," said Interfraternity Council Chairman Eric Graves. "We're trying to put the incident behind us."

Rick Kozloski, president of Tau Kappa Epsilon fraternity, one of the fraternities charged with serving alcohol to minors, said the fraternities and IFC are working in conjunction with the borough to reduce strains in the community.

"Communication lines were open in the past but now that this incident occurred, those lines will be open much more," he said. "We're taking into account the borough's concern."



because a compromise is needed.

"All you are doing now is daring us to break the law. We need an open dialogue," he said.

Dombroski said there are two ways to look at the recent crackdown.

"One, (fraternities and students have) been having this dialogue and we should have had some advance warning, or two, we got caught with our hands in the cookie jar. They're both valid viewpoints, but they don't have to be conflicts," he said.

They criticized Grear and State College police for releasing few details released about the case and not contacting the local print media for a press conference. Other student leaders voiced similar concerns.

Michele Savoca (junior-broadcast journalism) said police and the district attorney must have a reason for not releasing more information about the investigation.

But, she said, students nevertheless aren't happy about their lack of candor.

She said relations between students and the borough and its police are deteriorating. "Our trust in them and our ability to communicate with them have declined," she said.

Communication faulted
 In a second conflict with the police, students contend that better communication is needed between police and the students concerning the recent investigation of the murder of a University student.

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Several council members said last month that the proposed garage site and the resulting increase in traffic would cause excessively heavy traffic on North Allen Street, Borough Manager Peter Marshall said at the time that he hoped the borough and University could work together in common interest areas.

Council President John Dombroski said this week that he sent a letter to the University administration suggesting that a planning committee of University and borough officials be created to address parking, the business privilege tax and other problems.

Another point of contention between the University and the downtown business community is the lack of convenient parking downtown.

Some merchants and council members have said the University should

provide more parking space for students, faculty and employees so more space is left available downtown.

The parking problem was addressed by the University when it made plans to build a new parking garage in Green Lot B behind Kern Building. However, the University did not consult the borough about the plan, which brought criticism from members of council.

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Services perfect resumes

By CATHY ACKERMAN
 Collegian Staff Writer

Resumes. The word conjures up anticipation, dread and anxiety. Students looking for jobs or internships are faced with the seemingly insurmountable task of creating their own resume.

Career Development and Placement Services, on the fourth floor of Boucke, provides help for students who have specific questions about writing a resume or just want someone to read and evaluate their resumes.

The Intake Office, 421 Boucke, provides walk-in service, usually at 15-minute intervals from 8:30 a.m. to 5 p.m. Monday through Friday.

A resume should contain several key elements and should be limited to one page, as most employers like to see all the information at once, said Susan Winck, staff assistant in undergraduate services for business administration.

Here are a few tips to enhance the different components of a resume:

- **The Cover Letter** — Major companies receive hundreds of resumes for each job opening. Since the cover letter is the first thing a potential employer reads, the opening must be an eye-catcher, Winck said.

The letter should not include everything listed in the resume but merely highlight the important points, and can also include how the student found out about the job.

Personalizing the letter to get the resume directly to the person who should read it is also critical. Students can find books listing the proper person to whom to send a resume at the reference room in East Pattee and the career services office, said counselor Skip Niles.

The letter's closing should be designed to get a reply. Asking employers a question, perhaps about something dealing with their company, often works, she said.

• **Personal Data** — Since federal guidelines do not allow employers to hire people based on such qualities as sex, race, age and marital status, none of that information is necessary, said Ellen Houser, an applications programmer/analyst and in-take counselor for the career services.

The only personal data needed are a name, address and phone number, and students should include both permanent and temporary addresses and phone numbers.

• **Career Objective** — This is the section of the resume where students tell prospective employers what they want to do within the company.

Before writing an objective, students should have a clear idea of what they would expect to do if they got the job. Many make the mistake of making their objective too broad, said Winck. It should be concise, easy to read and cliché-free.

• **Education** — Students should include the degree they've earned, their academic major and university, and an expected graduation date.

If a student's grade-point average is good, a 3.0 or above, then it

PATRICK G. PARNELL
 School Address: 310 North Fourth, Gettysburg, Pa. 17325 Phone: (717) 961-4010
 Home Address: 310 North Fourth, Gettysburg, Pa. 17325 Phone: (717) 961-4010

OBJECTIVE:
 A summer internship position in a trust department of a bank or insurance company.

EDUCATION:
 THE PENNSYLVANIA STATE UNIVERSITY UNIVERSITY PARK, PA May 1988
 Candidate for Master of Business Administration
 Concentration in Finance
 • Accounting and Tax '87
 • Vice-President of Investment Society
 • Member of IFC Association
 B.S. in Business Administration May 1985
 Concentration in Accounting
 • University Gold Key Club, Gettysburg, Pa.
 • Elected to Student Government and Greek Council
 • Vice-President & Treasurer of Beta Alpha Epsilon
 • Member of Yankov Staff
 • Yankov Football: Four-Time Letterman, Team Captain, Three-Time All-Conference

EXPERIENCE:
Controller 1983-1984
 Developed and implemented an in-house operational accounting system. Coordinated the development of a new operational system. Purchased long-range planning and forecasting. Coordinated with various divisions and profit-sharing plans on investment decisions.
Staff Accountant 1982-1983
 Coordinated self-supervised the set up of client on a new computerized accounting system. Designed automated formats for use with the new system. Prepared and analyzed financial statements and tax returns. Administered client on the planning strategies and prepared individual and corporate tax returns.
Staff Accountant 1979-1981
 Prepared and analyzed financial statements and tax returns. Supervised and advised part-time help.

SPECIAL SKILLS & INTERESTS:
 • Billing, Tennis, Golf
 • Chess
 • Working knowledge of IBM and Apple PC's

REFERENCES: Furnished upon request.

should also be included.

- **Work Experience** — Both Houser and Winck agreed that all work experience should be included, no matter how trivial it seems. Almost all jobs provide some valuable experience, even jobs at fast-food chains, they said. Such experience may come from handling money when closing a cash register or managing a group of people.

Students should include the dates worked, starting with the most current date and going backwards, and the name and location of the company.

• **Activities** — This is the section of the resume where the employer gets an idea of how applicants spend their free time and what kind of person is applying for a job. Resumes usually contain three types of activities: those related to the student's major, those that show leadership ability and those that show the student has a well-rounded education, Houser said.

• **References** — Most resumes have a line at the end saying, "References available upon request."

However, there are pros and cons to not listing the references.

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