





## HOW TO WRITE A RESUME

By Jerrold G. Simon, Ed.D.  
Harvard Business School

Here are some tips that may help you get the job you really want. The advice is from Jerrold G. Simon, Ed.D., a psychologist and career development specialist at Harvard Business School, where he's counseled over a thousand people in their search for jobs. His article is part of a series prepared at the request of International Paper Company to help all Americans read better, write better and communicate better.



If you are about to launch a search for a job, the suggestions I offer here can help you whether or not you have a high school or college diploma, whether you are just starting out or changing your job or career in midstream.

**"What do I want to do?"**  
Before you try to find a job opening, you have to answer the hardest question of your working life: "What do I want to do?" Here's a good way.

Sit down with a piece of paper and don't get up till you've listed all the things you're proud to have accomplished. Your list might include being head of a fund-raising campaign, or acting a juicy role in the senior play.

Study the list. You'll see a pattern emerge of the things you do best. You might discover that you're happiest working with people, or maybe with numbers, or words, or well, you'll see it.

Once you've decided what job area to go after, read more about it in the reference section of your library. "Talk shop" with any people you know in that field. Then start to get your resume together.

There are many good books that offer sample resumes and describe widely used formats. The one that is still most popular, the *reverse chronological*, emphasizes where you worked and when, and the jobs and titles you held.

**How to organize it**  
Your name and address go at the top. Also phone number.

**What job do you want?**  
That's what a prospective employer looks for first. If you know exactly, list that next under *Job Objective*.



"Who am I? What do I want to do? Writing your resume forces you to think about yourself."

Otherwise, save it for your cover letter (I describe that later), when you're writing for a specific job to a specific person. In any case, make sure your resume focuses on the kind of work you can do and want to do.

**Now comes Work Experience.** Here's where you list your qualifications. Lead with your most important credentials. If you've had a distinguished work history in an area related to the job you're seeking, lead off with that. If your education will impress the prospective employer more, start with that.

Begin with your most recent experience first and work backwards. Include your titles or positions held. And list the years.

**Figures don't brag**  
The most qualified people don't always get the job. It goes to the person who presents himself most persuasively in person and on paper.

So don't just list where you were and what you did. This is your chance to tell *how well you did*. Were you the best salesman? Did you cut operating costs? Give numbers, statistics, percentages, increases in sales or profits.

**No job experience?**  
In that case, list your summer jobs, extracurricular school activities, honors, awards. Choose the activities that will enhance your qualifications for the job.

**Next list your Education**—unless you chose to start with that. This should also be in reverse chronological order. List your high school only if you didn't go on to college. Include college degree, postgraduate degrees, dates conferred, major and minor courses you took that help qualify you for the job you want.

**Keep your writing style simple.** Be brief. Start sentences with impressive action verbs: "Created," "Designed," "Achieved," "Caused."

**No typos, please**  
Make sure your grammar and spelling are correct. And no typos!

Use 8 1/2"x11" bond paper—white or off-white for easy reading. Don't cram things together.

Make sure your original is clean and readable. Then have it professionally duplicated. No carbons.

Get it into the right hands. Now that your resume is

ready, start to track down job openings. How? Look up business friends, personal friends, neighbors, your minister, your college alumni association, professional services. Keep up with trade publications, and read help-wanted ads.

And start your own "direct mail" campaign. First, find out about the companies you are interested in—their size, location, what they make, their competition, their advertising, their prospects. Get their annual report—and read it.

No "Dear Sir" letters. Send your resume, along with a cover letter, to a specific person in the company, not to "Gentlemen" or "Dear Sir." The person should be the top person in the area where you want to work. Spell his name properly! The cover letter should appeal to your reader's own needs. What's in it for him? Quickly explain why you are approaching his company (their product line, their superior training program) and what you can bring to the party. Back up your claims with facts. Then refer him to your enclosed resume and ask for an interview.

Oh, boy! An interview! And now you've got an interview! Be sure to call the day before to confirm it. Meantime, *prepare yourself*. Research the company and the job by reading books and business journals in the library.

On the big day, arrive 15 minutes early. Act calm, even though, if you're normal, you're trembling inside at 6.5 on the Richter scale. At every chance, let your interviewer see that your personal skills and qualifications relate to the job at hand. If it's a sales position, for example, go all out to show how articulate and persuasive you are.

Afterwards, follow through with a brief thank-you note. This is a fine opportunity to restate your qualifications and add any important points you didn't get a chance to bring up during the interview.

**Keep good records**  
Keep a list of prospects. List the dates you contacted them, when they replied, what was said.

And remember, someone out there is looking for someone *just like you*. It takes hard work and sometimes luck to find that person. Keep at it and you'll succeed.

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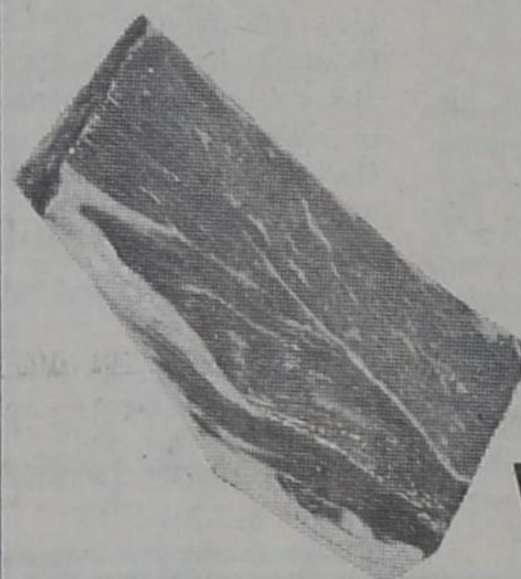


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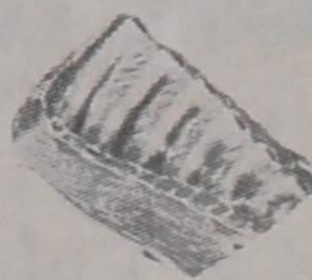
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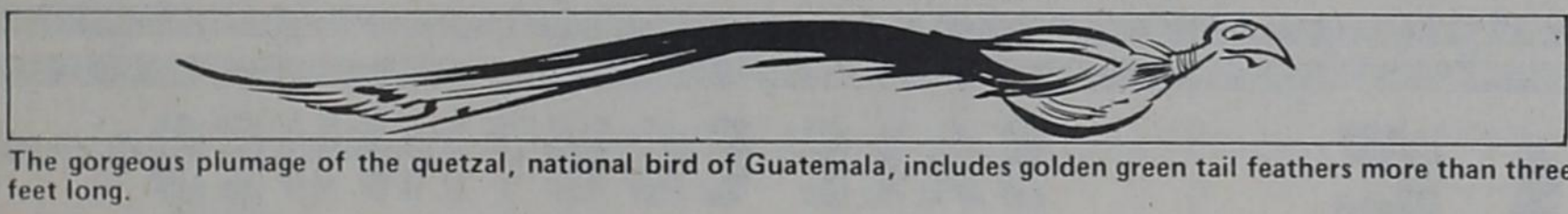


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OSAMATIC PRESTIGE ACCOUNT	5.50% Rate	Compounds Daily	\$5.00

\*Substantial penalty for early withdrawal. This is an annual yield. The rate is subject to changes at maturity. Federal regulations prohibit the compounding of interest during the term of the account.

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## Homemaking Hints

By Janet Thomas

Happy New Year! Have you made any new year resolutions? If so, possibly one of your resolutions is to save money in 1982.

With a new recession and an old inflation, saving money is in style! Let me encourage you to plan your family budget around sales which can be marked on your 1982 calendar in advance. Retail stores usually follow a time cycle in selling certain items at reduced prices. It certainly makes sense to plan your spending strategy to get bargain prices on needed family items.

**January** - Bright sales (towels, sheets, pillowcases, blankets), furs, winter clothing, furniture, jewelry, Christmas cards and decorations, store-wide clearances, automobiles, air conditioners, floor coverings, television sets

**February** - Home furnishings, rugs, mattresses, housewares, china, glasswares, silverware, bicycles.

**March** - Garden supplies, spring clothing, luggage, housewares, cleaning aids, skis and skates.

**April** - After-Easter sales, women's coats, suits and accessories, men's and boys clothing, paint.

**May** - Lingerie, handbags, television sets, soaps and cleaning aids, automobile tires, draperies.

**June** - Ladies' ready-to-wear, television sets, fabrics, fuel oil, storm windows, screens.

**July** - Summer clearances

after July 4, sporting goods, sportswear, hosiery, women's shoes, floor coverings, summer furniture, appliances, used cars, automobile, air conditioners, cosmetics.

**August** - Clearance of summer clothing, back-to-school specials, children's play clothes, furniture clearances, yard and gardening equipment, appliances, camping equipment, lamps.

**September** - Back-to-school specials, housewares, fabrics, automobile batteries and mufflers, bicycles.

**October** - Hosiery, lingerie, fabrics, fishing equipment, silverware, china and glassware, bicycles, toys.

**November** - Pre-Christmas promotions, ladies coats and dresses, blankets, garden seeds and supplies.

**December** - General store clearances after Christmas with markdowns on toys and gifts, winter clothing late in the month, automobiles.

Identify your needs for the coming year. Mark your shopping plans on your calendar and set aside money for sales shopping. Become a sales watcher and stretch your dollars.

### RECIPE FOR THE WEEK

**American Chop Souey**  
2 cups cubed round steak (or arm roast)

2 cups coarse chopped onion

1/4 cup soy sauce

1 T. Shortening

2 cups coarse chopped celery

## Understanding Your Health

### WHY DENTISTS USE GOLD

Gold, the material long preferred for use in dental work, is enjoying a resurgence in popularity thanks to space-age technology plus modern dental and medical research.

Historians found that gold was used for dental bridgework by the ancient Etruscans, a prehistoric people who lived in central Italy. Some of this work survives to this day.

According to the Dental Gold Institute, "Gold is unsurpassed as a restorative material for teeth injured by accident, trauma, dental caries or erosion."

Modern dentists prefer gold because of its resistance to corrosion and because it is compatible with and adaptable to tooth structure.

Did you know that gold has a greater malleability than any other metal? A single ounce of gold can be hammered into a sheet thin enough to cover 170 square feet. One grain can be drawn into a wire 680 feet long.



Gold is still considered the best for dentistry.

Gold won't rust, scale or decay. It's easily bonded to itself and is biocompatible and virtually non allergenic.

Spokesmen for the Dental Gold Institute point out that these qualities make gold appreciably no more expensive than any substitute currently in use.

They also report that crowns made of non-precious metal require more laboratory labor because of casting inaccuracies, remakes and the need for more finishing

1 can bean sprouts  
2 T. corn starch

Brown meat in Crisco, all celery, onion and soy sauce and enough water to cover, simmer until vegetables are tender, add drained bean sprouts, save enough water for bean sprouts to mix with corn starch. Mix and add, stirring until corn starch thickens. Continue to simmer 10-15 minutes more. Serve over cooked rice.

In addition, there is still a question of the long-term permanence of porcelain bonding with many non-precious metal alloys.

It would seem that the Etruscan dentists knew a good thing.



Dusty shades, reflectors and glass fixtures can absorb as much as one-fourth of an electric bulb's light. Keep 'em clean!

### HEARING TESTS ARE IMPORTANT

If you have a hearing problem of any kind you owe it to yourself to have an Electronic Hearing test made to find why, and what can be done to help you before it is too late. The tests are free and will only take about 20 minutes of your time.

We explain in plain English what can be done to help you, then you make your decision. We never try to high pressure you into buying anything. There are thousands of people today suffering from hard of hearingness, (even some that wear Hearing Aids), just because they waited too late to do something about it... don't let this happen to you.

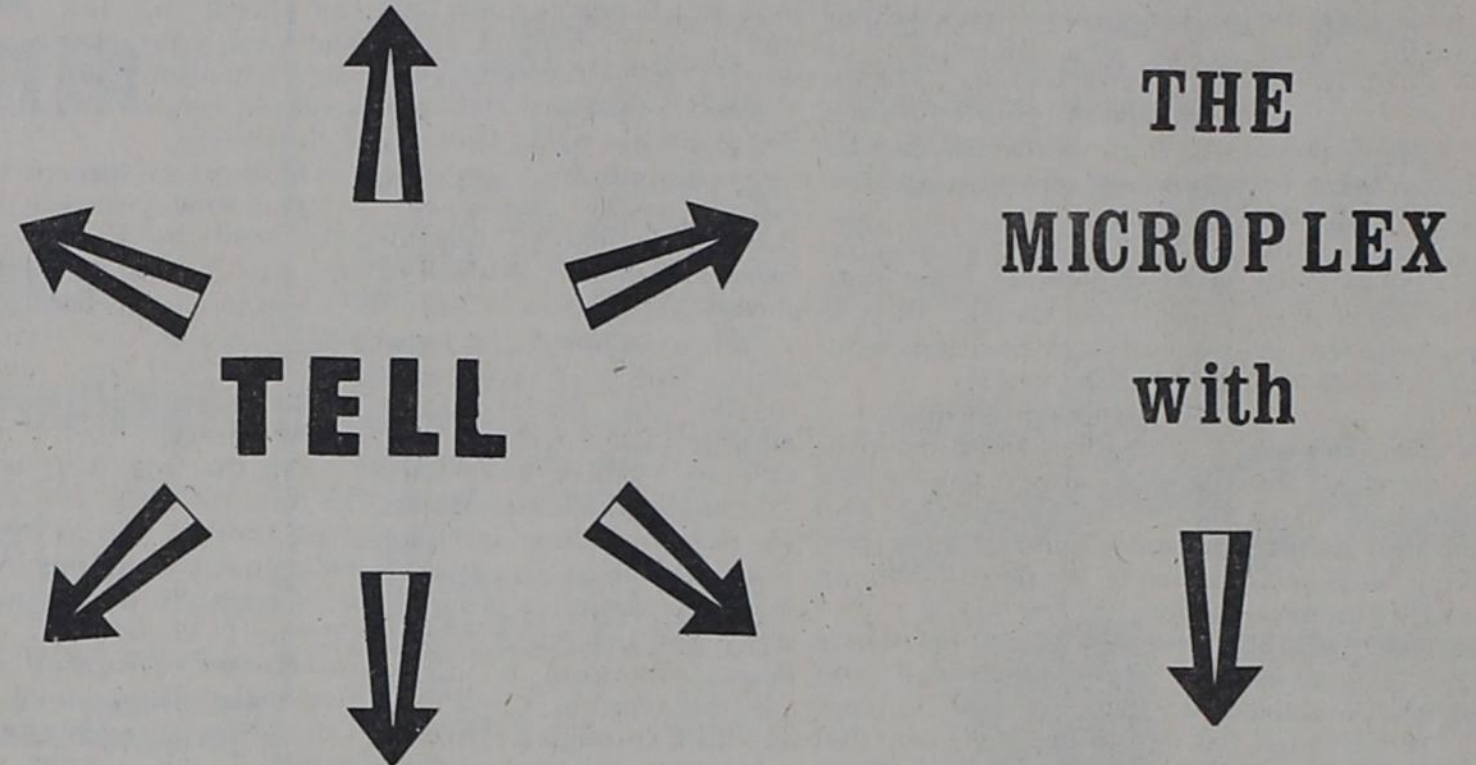
Mrs. Joe Treadway will hold a regular Hearing Aid Workshop at the City Hall in Gorman, Monday, January 18 from 1:30 to 3:30 P.M. We invite you to come in for your free test. We do repair service on most makes of Aids, and have a full service on cleaning, tubes, batteries for your Aid, and can always save you money. We are Licensed by the State of Texas to fit and Dispensing of Hearing Aids. We are always close by when you need us. We are in the Hamilton office every Friday to run special tests and assist you in every way.

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**MOTORISTS URGED TO USE CAUTION IN JUMPING BATTERIES**

When cold weather, that seasonal enemy of car batteries, starts blowing across Texas, it's time for the annual reminder from the Texas Society to Prevent Blindness on the hazards involved in jumping a car battery.

Falling temperatures rob a battery of its efficiency. Engine oil becomes thicker, making the battery work harder to turn the engine over.

"When this happens many motorists find themselves on one end or the other of a set of booster cables," says Jack B. O'Neill of Houston, Prevent Blindness Chairman. This commonplace practice of borrow starting power from one battery to another resulted in more than 20,000 injuries last year, nearly two-thirds of them involving the eye."

Carelessly connected jumper cables, he explained, can produce a spark that can cause an explosion with the combustible gases that a battery normally emits. Battery acid burns are particularly dangerous to the eyes, he noted.

To minimize the risks involved, Prevent Blindness has prepared a safety sticker which gives motorists easy-to-follow instructions for jump starting a car with a dead battery. On it, the Society makes the following recommendations.

**BEFORE ATTACHING THE CABLES:**

Put out all cigarettes and flames. A spark can ignite hydrogen gas produced by battery fluids.

Make sure the cars don't touch each other. Set parking brakes and automatic shifts of both cars to Park (manual transmissions to Neutral), and turn the ignition off.

Take off the battery caps, if removable, and add water if it is needed. Check for ice in the battery fluid. Never jump-start a frozen battery! Replace the caps and cover with a damp cloth.

Do not jump-start unless both batteries are negatively grounded and the same voltage. American cars have either 12-volt or 6-volt batteries. Check owner's manual. (Owners of foreign cars should check their operating

manuals for emergency starting directions).

**ATTACHING THE CABLES.**

Clamp on jumper cable to the positive pole of the dead battery. Then clamp the other end of the same cable to the positive pole of the good battery.

At the booster battery, connect the second cable to the negative pole. Then clamp the other end of that cable to the stalled car's engine block on the side away from the battery.

Start the car with good battery and then the disabled car.

Remove the cables, first from the engine block the the booster car's negative terminal and then from the positive poles.

For maximum eye safety, the Society advises everyone working with car batteries or standing nearby to wear protective goggles to keep battery fogs and chemicals out of the eyes. Should an accident occur and battery acid get into the eyes, immediately flush them with water continuously for 15 minutes. Then see a doctor.

The Society has listed these procedures, step by step, on a 4 inch by 8 inch yellow vinyl sticker which has a permanent adhesive backing. The sticker can be affixed to any clean, dry surface under the hood or kept inside the car's glove compartment. To obtain a sticker, send 25 cents and include a self-addressed envelope, to Prevent Blindness, P. O. Box 2020, Houston, Texas 77019. TSPB is an affiliate of the National Society to Prevent Blindness, the nation's oldest voluntary health organization dedicated to sight conservation.

—GP—



The fig tree belongs to a family that produces latex and yields rubber. Break a twig off a fig tree and a white liquid will appear—rubber in the raw. It took astronauts about three days to get to the moon; at that rate, it would take 878,000 years to reach the closest star, Proxima Centauri. The ancient Greeks tried to make rain by dipping oak branches in water.

**NEWS For Motorists**

**Rough Weather Driving Techniques**

If you want to be a truly safe driver, you must know the behavior of your car in all situations, particularly under slippery road conditions. Under these circumstances, extra care is essential when cornering, braking and accelerating.

Always allow a little extra time before setting out on a journey in bad weather and always drive at a speed slightly below that which you are certain you can handle the car safely. According to the experts at Saab, the Swedish car company that offers front-wheel-drive cars built and driven in snowy Sweden, you should take extra care if the road is icy or covered with new snow and when the visibility is impaired by falling snow, fog or darkness.

One of the most important skills to develop in order to have more confidence when driving on slippery surfaces is the correct braking technique. Never "slam" on the brakes in a critical situation. Apply the brakes fairly hard—at most so that the wheels lock for an instant—and then ease off (don't take your foot off) the brake pedal so that the wheels are almost at the



The correct braking technique is one of the most important skills needed for driving on slippery surfaces.

point of locking. This will give you the best braking effect and the car will stay on course.

Many motorists think that skidding a car through a bend offers increased speed. Unfortunately, skidding—in which the front wheels, rear wheels or the entire car moves laterally—is one of the most dangerous motoring situations. Skidding is best avoided by slowing down in good time before a bend and then taking the bend at a steady throttle.

For more safety tips on driving in bad weather, write for a free booklet, "Winter Motoring," Saab-Scania, Orange, CT 06477.

**Elks Lodges: Roses Symbolize Dedication to Volunteer Service**



Everything's coming up roses this year for the 1.6 million members of the Benevolent and Protective Order of Elks.

Over 30,000 roses in eighteen varieties bedeck the Elks' 1982 float entry in California's famous Tournament of Roses parade. Long a symbol of caring and giving, the rose is used in profusion in this year's Elks float to symbolize the organization's deep commitment to their members' volunteer work on behalf of children.

Last year alone, the Elks contributed over \$20 million dollars and close to four million hours of volunteer work to children's activities, charities, and service organizations nationwide. The 50-foot-long float, whose message is "Elks Serve Children Everywhere," features five sculptured carousel animals rhythmically moving up and down to the sounds of calliope music. Youngsters representing various Elks-supported organizations and activities, including the Boy Scouts and Little League, ride the bobbing animals.

The float's unusually abundant number of roses are tightly constructed into spirals on the floor of the carousel. When its animated animals begin to climb and fall, the roses turn into swirling patterns of ever-changing color. According to float floral designer Jim Hynd, only the rose offers the great variety of shading needed to achieve this illusion of spiraling movement.

**Protecting Our Environment**

Swarming, biting fire ants, already infecting more than 230 million acres in the United States, have been spreading at the rate of 25 to 30 miles a year. In some areas, floods have increased even that rapid pace; fire ants are spreading faster than ever.

When disturbed, the ferocious ants attack in swarms. Parents complain that children have been driven out of playgrounds and parks. In some cases, victims have required hospital treatment and some deaths have been reported. Pets and livestock have suffered.

Until the mid-1970s, homeowners and farmers had a choice of chemicals to use in the war against fire ants. However, two of the most popular pesticides, Mirex and heptachlor, were banned because they were suspected carcinogens. A third product, Ferriamicide, which is made with Mirex, was conditionally registered by the Environmental Protection Agency (EPA) but was later withdrawn because of fears similar to those raised with respect to Mirex itself; fears that Ferriamicide may persist in the environment and may also be a suspected carcinogen.



Scientists have found a way to stop fire ants—without starting an accumulation of dangerous chemicals in our environment.

Recently, however, people got new help in their fight. A fire ant insecticide was conditionally registered by the EPA. Amdro, a completely new chemical unrelated to those used in the past, does not accumulate in the environment, won't leach in the soil and poses no threat to birds and wildlife. Mixed with a bait and applied by air, only a fraction of an ounce of the chemical will control fire ants.

Homeowners can apply this pesticide by the spoonful around individual mounds.

Worker ants carry the bait back to the mound and feed it to the queen as well as to other ants. When the queen dies, the mound dies with her.

**CAR CARE OR NE**

Tips For More Safety, Economy, Convenience

If your car's gone 100,000 miles or more, it might be time to jump up and down on the bumpers. That's not just to celebrate the mileage, but to test your shock absorbers. If you jump on the bumper at all four corners of your car and it bounces freely afterwards, your car may be in for a rough shock. A road test over rough roads can help confirm or dissipate your suspicions.

Worn out shock absorbers, explain the experts who wrote the new Reader's Digest Complete Car Care Manual, cause the suspension to bottom out with a loud "thunk" at railcross-

Washington, D.C. 20515 and their senators at the U.S. Senate, Washington, D.C. 20510, letting them know their opinions of this proposal.

**SPRUCE UP THE BEDROOM FOR A WONDERFUL LOOK**



Color and unique design concepts are the keys that turn this bedroom into a winning combination of contemporary and traditional style trends.

The focal point is the beautifully crafted, romantic bedspread in rich blue high-lighted with white satin and floral printed ribbons framing the bedspread and matching priscilla draperies and tie-backs edged with a floral trimming complete the decorator look by Dakotah, Inc. The pattern is called "Belinda."

Color accents are echoed in the dual patterned wallpaper and chest cover and there are blue touches in the wall decor as well. It's one way to give your bedroom a completely new look.



The first patent issued in America—in 1641—went to Samuel Winslow of the Massachusetts Bay Colony "to furnish the colony with salt."

Whenever you're under your car doing maintenance work, check the shock absorbers. If oil is leaking or the bottom tube has been badly dented, the shock should be replaced. The Reader's Digest manual gives complete, detailed and diagrammed instructions for replacing shocks in most cars, plus much other advice that can help you have the satisfaction of fixing your own car. Available at your bookstore.

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**Keckler POUND BOX**  
**Zesta 79¢**

**2 303 CANS**  
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## Grocery & Market

PHONE 734-2316 -- GORMAN

GORMAN PROGRESS, JANUARY 14, 1982

### CARBON NEWS

By Mrs. Bob Hasting  
 639-2517

Temperature dropped low, low, low, this morning Monday. Sunday was cold too. School buses ran as usual this Monday morning but Lone Star Gas asked that they close School at ten o'clock a.m.

Cold weather sort of put a damper on News for this week.

Last Monday night Junior

High Boys and Girls went to Gorman for Basketball games. We do not have the score for the boys game but the girls won their game 20 to 19.

In the Junior High Basketball Tournament at Gorman during the weekend Carbon Teams won trophies. Our girls defeated De Leon 24 to 20 for Third Place. Carbon

### IT'S A FACT!



One of the world's oldest games, darts, dates from the use by archers of heavily weighted ten inch throwing arrows for self-defense in close fighting. Darts were used in Ireland in the 16th century, and darts were

Boys won over Gordon 28 to 25 to secure First Place in the Tournament.

Mr. and Mrs. Dean Turner of Levelland are visiting Mrs. Ruth Reese part of this week.

Belated congratulations to Jonna Rodgers, Carbon 4-H for her Second Place bread Winner in the recent Eastland County Pecan Show.

Holiday visitors in the James Smith home were Mr. and Mrs. Floyd Girtz, Anjinnett and Jason of Fort Worth; Mr. and Mrs. Timmy Smith, Brian and Jamie Lynn and Mrs. Sherry Crosby of Weatherford; Mr. and Mrs. Art Smith, Bennie and Eric of Eastland; Mmes Nona-Tinney and Paula Youngblood of Duncan, Oklahoma.

Mr. and Mrs. Bill Holliday of Throckmorton visited Mr. and Mrs. Fred Tucker, Holly and Brian on Sunday.

Sunday luncheon guests of the John Rodgers and Jonna were Mr. and Mrs. Clydell Lewis and Grant Lewis of Desdemona; Mr. and Mrs. Bill Armstrong, Mr. and Mrs. Bill Mull and Mr. and Mrs. Bill Cardwell, Mr. and Mrs. Orval Ross all of De Leon; Mr. and Mrs. Jeff White of Graham. The special occasion was to honor Mrs. Rodger's parents Mr. and Mrs. Lewis on their forty second Wedding Anniversary. We add our congratulations to the Lewises.

even played on the Mayflower by the Pilgrims. Today, more people in Great Britain—six million—play darts than any other single sport.



Home video games are perhaps the newest games in this electronic age, and they're certainly stirring up great excitement on both sides of the Atlantic. The latest home video game

from Odyssey<sup>4</sup> is "K.C. Munchkin!" which can offer fun and excitement to all age groups. It's a game of video survival, in which you must munch or be munched. A cast of video game characters includes one Munchkin, three Munchers, and 12 Munchies. As you control the Munchkin's movements, you try to skillfully negotiate a maze while trying to gobble the edible Munchies without getting munched by the Munchers. It's a game that poses the intriguing question, "How many Munchies can your Munchkin munch before your Munchkin's all munched out?"

### JANUARY Birthdays

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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If you or a loved one were born in January, you share your birthday with these famous people:

**January 1:** On this day in 1735, the American patriot, goldsmith and engraver, Paul Revere, was born.

**January 4:** Sir Isaac Newton, one of the world's greatest scientists and discoverer of the law of gravity,



was born on this date in 1642.

**January 7:** Millard Fillmore, the thirteenth president of the U.S., was born in a log cabin in Cayuga County, N.Y.

**January 13:** On this date in 1834 in Revere, Mass., author of "Rags to Riches" stories Horatio Alger was born.

These famous birthdays

were researched for the importers of Johnnie Walker Red, whose people have created a unique "greeting card" gift box that provides gift-givers with a gift and a greeting card in one. Now you can give a bottle of scotch and a pictorial birthday card at no extra cost.



Some people once believed that mountains were formed by an enormous underground serpent moving about.

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## Your electricity will cost more in 1982 mainly because the fuel to make it will cost more.

In 1982, we'll have to pay more for the fuels used to produce your electricity. Partly this is because another contract for low-cost natural gas fuel has expired. But mainly it's because the price of all fuel continues to rise.

We spent about \$200 million in 1980 for fuel to make your electricity. In 1981, the fuel bill was about \$400 million. And in 1982, we estimate we'll have to spend \$640 million for fuel.

Year	Fuel cost paid by Texas Electric	Your average annual fuel cost per kilowatt hour
1980	\$200 million	1 cent
1981	\$400 million	2 cents
1982*	\$640 million	3 cents

\*Estimated  
 We buy all our fuels at the lowest price available. We

charge our customers exactly what we have to pay for fuel. And each month, we show on the bill the "fuel" part of the total cost of electricity.

At Texas Electric, we're trying to hold down fuel costs by making as much electricity as possible in plants built to use lignite coal—a cheaper fuel. And we're building a plant to use uranium, the lowest priced fuel available to us.

You can help hold down your electric bill by conserving at home. To learn how, please call us.



D. R. ARMSTRONG, Manager, Phone 893-2266