

## Common mistakes given in resumes, interviews

United Press International  
Many job applicants unwittingly  
make boners on both their resumes  
and in job interviews that prevent  
them from finding new positions.  
Here are some of the most common

### Babysitter returns, faces formal charges

United Press International  
GARLAND, Tex. — A 17-year-old  
babysitter who allegedly took  
three local children on a 700-mile  
act number that ended in Laguna, N.M.,  
and in return has been returned to Garland  
and product on priorities.  
Pauletta Simms was being held  
Sunday on investigative charges for  
counts of kidnapping and one  
count of unauthorized use of a car.  
Five charges were filed Monday or Tuesday, according  
to police.

The three children, Mark Everett  
Wallace, 13, Howard Shane Wal-  
lace, 12, and Jessie Ray Fitz, 5,  
were returned unharmed to Dallas  
Friday night.

A police spokesman Saturday said  
Mrs. Simms was minding the Fitz  
boy, picked up the two other boys  
and borrowed a car from a neighbor  
Wednesday.

Mark Wallace said he and his  
mother thought they were accom-  
panying the woman to cash a check,  
but instead were driven to the  
Texas-New Mexico border where  
the youth said they were told they  
could either leave the car or continue  
with the woman.

Police said the woman borrowed  
the car for a test drive, saying she  
wanted to purchase it.

mistakes in job hunting? UPI asked  
the experts:

Arlene Covney, placement coun-  
selor with Career Blazers Agency  
Inc., in New York City said: "First of  
all, salary expectations often are very  
unrealistic. Most people will put  
down a very high salary requirement  
for their minimum when they have  
never gone out and priced the mar-  
ket."

When applicants indicate they  
want to work in a certain industry,  
they're so specific that they rule out  
other areas. On the other hand,  
some applicants are so general about  
fields of interest that they don't give  
the employment agency any direc-  
tion. What hampers most people is  
that they simply don't have enough  
information.

"On resumes, many job seekers  
list their ages, race, sex and marital  
status, which is a big mistake. It's  
against the law for employers and  
agencies to use this kind of informa-  
tion."

A lot of people submit pictures  
with their resumes, which is a gim-  
mick. Resumes often come in various  
sizes on different colored paper.  
They range from subtly impressive  
to outrageous and pompous.

"On job interviews, people either  
don't answer questions directly and  
project a poor image of oversell  
themselves. Most applicants lie  
about being fired. It's always hard to  
determine whether someone has  
been fired or laid off. Getting refer-  
ences from a former employer is dif-  
ficult because of certain laws."

Robert Half, president of Robert  
Half Personnel Agencies in New  
York City said: "Many job applicants  
hope gimmicks will land them a job.  
For example, about 25 years ago I  
received an envelope and opened up  
the resume inside. Out flew a tissue  
paper butterfly attached to a propel-

ler which said, 'Sales Soar with Sam  
So-and-So.' I practically had a heart  
attack. The only way that man may  
have gotten a job was with a kook like  
himself."

"But gimmicks do work on rare  
occasions. A corporate treasurer who  
was also a dog owner of some impor-  
tance sent out a resume with a pic-  
ture of his dogs on the top corner.  
Someone who also loved dogs saw  
the resume and liked it, and the ap-  
plicant was hired."

Personal touches are not recom-  
mended, however. They can narrow  
the field. It's very uncommon to find  
gimmicks in the professional arena.

"A resume is an ad, and an ad  
shouldn't be long. But some people  
submit resumes that are so detailed  
they look like sales literature. One  
man made up a resume with his  
picture imposed on a Time magazine  
cover so he would look like Time's  
Man of the Year."

"Many people make harmless mis-  
takes on resumes that are quite  
amusing. A tax lawyer who had  
served as an assistant district  
attorney listed 'soda jerk' as the first  
position under job experience on his  
resume. Another applicant explained  
that he left his previous job because  
"my boss wanted to put a phone in  
the washroom for me to answer." A  
Vancouver man described himself as  
a short-sleeved accountant, obvi-  
ously a typographical error for shirt-  
sleeved. One man went so far as to  
define his status as 'married with  
three children and one ugly dog.'"

"There is one gimmick I would  
recommend using. Answer an em-  
ployment ad with a telegram two or  
three days after it has appeared. The  
employer may have received 500 re-  
sponses, but one telegram of 50 to 75  
words should catch his eye. I might  
be comfortable using the telegram  
ploy if I were looking for a job."

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Kathy Grimes, Vickie Matthews,  
Judy McCann.  
(not pictured: Jane Kroll)



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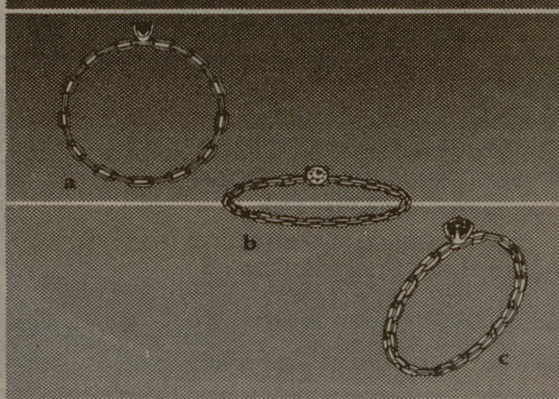
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Illustrations enlarged.

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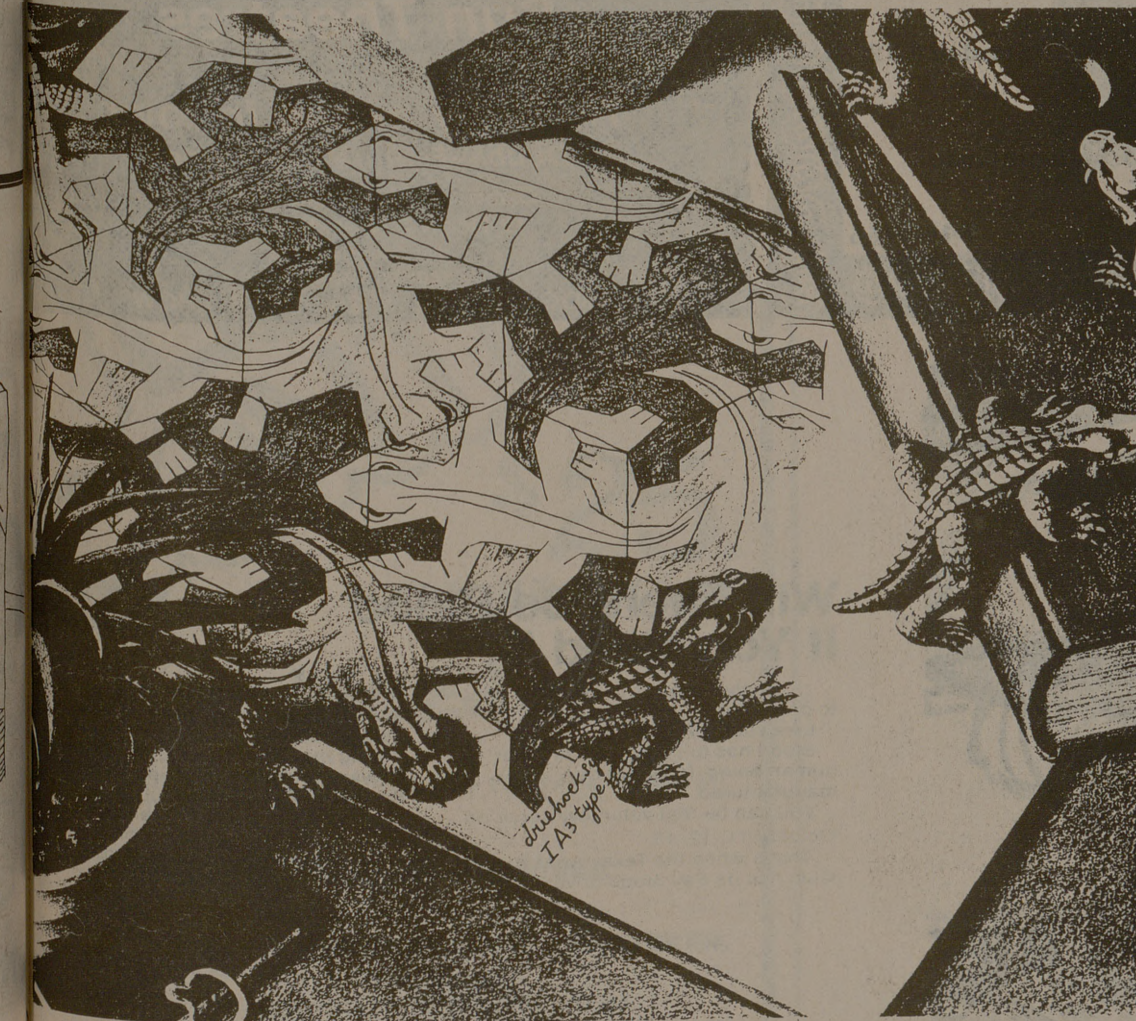
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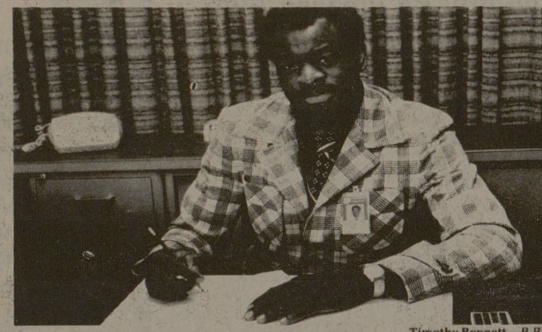
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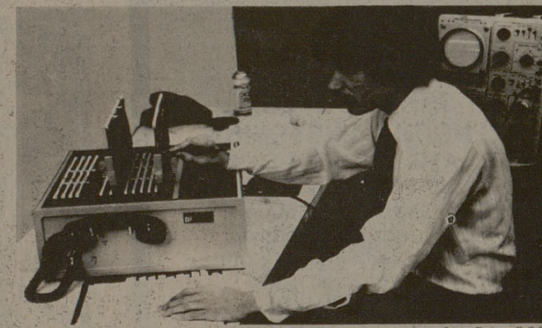
## Nobody knows more about the opportunities at E-Systems than the people who joined us a few years ago.



Timothy Bennett — B.B.A.,  
Management/Marketing North Texas State University — 1974



Cheryl Conant — B.S., Computer Science  
Stephen F. Austin State University — 1975



Jerry Pate — B.S.E.E.,  
Southern Methodist University — 1974

Here's what three of them have to say:

**Tim Bennett** —  
"The attitude at E-Systems is what impresses me the most. I'm part of a total department and do not get lost in the shuffle. As a contracts analyst, I'm getting valuable experience and instruction needed to become a contracts administrator."  
"As an administrator, I will go to customer offices to present and negotiate contracts and proposals."  
"Responsibilities? You know! I feel E-Systems wants me to grow. Right now, I am working on my masters at night, and they are picking up the tab."

**Cheryl Conant** —  
"E-Systems offered me the opportunity to do scientific programming rather than working commercial programs for payrolls, accounts receivable, and so on."  
"And, I can work with a mini-computer to check my programs. I like that! And talk about responsibilities! I recently helped install a computer communications program for the Miami police force."  
"Also, E-Systems is helping me to get my masters through a closed-circuit TV hookup with SMU... to right at the plant!"

**Jerry Pate** —  
"I was a co-op student, alternately working at E-Systems one semester and going to SMU the next. The company paid for my night school tuition during the work sessions. The actual working experience with the senior engineers at the plant is very important in helping to take classroom theory and apply it to practical work. I actually started a bread-board on a telephone system interface design during my last co-op semester."

"Now, working full time, I am converting this system to the requirements of the commercial field which would be quite a breakthrough."  
"These are just three of the individuals who helped us develop and produce high-technology electronic systems for communications, data processing and management."

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