

On behalf of the entire UNICUE staff, congratulations to the graduating class of 2003!

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A high school diploma is essential to have in today's society, and you will utilize the skills you learned in high school throughout your life. Your high school diploma, however, is just the first step on the way toward completing a degree at a higher education institution, such as a community college or a university. In order to earn such a degree, you must meet and surpass the amount of effort you put into your high school career in your upcoming educational program.

Whether you're a recent high school graduate, still in high school, in college, or have been out of school for years, your resume is an essential component of your job search process. Your resume will provide your potential employers vital information about you, your education, accomplishments, work history, professional goals, and personal attributes. It will also serve as your future employer's first impression of you—so you had better make it a good one. If you do not yet have a resume, or would like information on how to improve or revise the one you *do* have, the following advice will point you in the right direction.

There are six major sections in a basic resume. They are

1. your contact information,
2. job objective,
3. education and training,
4. work and volunteer history,
5. recognitions and awards, and
6. references.

## **1. Your contact information**

- a. full name (no nicknames)
- b. address
- c. phone number(s) (include more than one if you do not have an answering machine, even if you have to put down a friend's number and have him or her give you a message)

## **2. Job Objective**

This is your chance to describe what you want to do at the company to which you are applying. For instance, if you are a people person seeking a position that allows you to exercise your writing skills, you might write something like, "Desire position that requires excellent writing skills and an ability to work with people." Be more specific if you have a particular position in mind.

## **3. Education and Training**

Here, list any higher education institutions you've attended. It is only necessary to include your high school if you have just recently graduated from high school, did not attend college, or have little or no work experience. Be sure to include the dates you attended and the location of the institutions.

This section is especially important for recent graduates, because for them school probably represents the most important part of their experience. For others, such as people with 30 years of actual working experience, this section is not as crucial.

## **4. Work and Volunteer History**

Starting with your most recent job, include the following for your past three to four jobs.

- a. Job title
- b. Previous employers: Provide the organization's name and the city and state in which it is located.
- c. Job responsibilities: Here, describe the day to day responsibilities you had in a short, simple manner. For instance, if you were a waitress, you may want to list: served food to customers, operated cash register, and maintained a clean environment. Emphasize any skills that you feel may be relevant to the position for which you are applying. Be sure to point out any promotions you received, as well.
- c. Employment dates: If there are significant gaps in your employment history, try to find a positive way to explain them. For instance, did you go to school during this time? Raise a family? Travel?

## **5. Recognitions and Awards**

Consider including any formal awards or recognitions you've received in college or at another job, especially if they support your job objective.

## **6. References**

It is not necessary to include references on your resume. If employers are interested in interviewing you, they will contact you and request to see references. However, be sure to have access to the names and numbers of several people who are willing to speak on your behalf.

If you have a letter of recommendation from a professor or previous employer, make several copies and have them ready to distribute in case your potential employer requests them.

### **Additional Tips**

- Use an easy-to-read font like Times New Roman or Arial.
- Include headings and subheadings.
- Don't lie and don't exaggerate.
- Don't be humble.
- Use short sentences and simple words.
- If it doesn't support your job objective, you should probably cut it out.
- Revise and edit several times.
- Ask one or two other people to look your resume over for mistakes.

For more information about resume writing, go to [www.monster.com](http://www.monster.com), or check out the reference section at the Waterloo or Cedar Falls Public Library.

Source: Farr, Micheal J. *The Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Only One Day*. Indianapolis, IN: JIST Works, Inc, 1994.

## **Great Reads**

Ah, summer! Warm weather, fun with friends and, most importantly, time off from school. It probably came just in time for most of you—right before you were about to crack under the pressure of tests, teachers, and homework that has been slowly accumulating over the previous nine months. Who in their right mind, after finally making it through an entire school year of hard work, would take time out of their precious vacation to read? Well, more people than you probably think.

Granted, reading for school isn't always fun. Well, okay, it can sometimes be a little boring. OKAY! You got me. Some of the required reading in high school is mind-numbingly dull. But to read *for yourself*, in your free time, is an entirely different matter. Imagine reading a book because you *want* to--a book that you can take your time reading, enjoy on your own terms, and not have to take tests over. A lot of people read books in this way and, for the vast majority of them, reading for fun is immensely enjoyable and rewarding.

The books listed here are great picks for high school students, college-bound students, and adults of every age. Keep in mind that although this list is meant to offer a wide variety of books, it cannot even *begin* to represent the variety of literature that is available to you. It is merely the very tip of the proverbial iceberg. Take a look and see what interests you.

### **Fiction**

Allison, Dorothy. *Bastard Out of Carolina*. 1992. Bone confronts poverty, the troubled marriage

of her mother and stepfather, and the stigma of being considered "white trash" as she comes of age in South Carolina.

Anaya, Rudolfo. *Bless Me, Ultima*. 1972. Ultima, a wise old mystic, helps a young Hispanic boy resolve personal dilemmas caused by the differing backgrounds and aspirations of his parents and society.

Card, Orson Scott. *Ender's Game*. 1985. In a world decimated by alien attacks, the government trains young geniuses like Ender Wiggin in military strategy with increasingly complex computer games.

Frazier, Charles. *Cold Mountain*. 1997. Inman, a wounded Civil War soldier, endures the elements, The Guard, and his own weakness and infirmity to return to his sweetheart, Ada, who is fighting her own battle to survive while farming the mountainous North Carolina terrain.

Gardner, John. *Grendel*. 1971. In a unique interpretation of the Beowulf legend, the monster Grendel relates his struggle to understand the ugliness in himself and mankind in the brutal world of fourteenth-century Denmark.

Gibbons, Kaye. *Ellen Foster*. 1987. Casting an unflinching yet humorous eye on her situation, eleven-year-old Ellen survives her mother's death, an abusive father, and uncaring relatives to find for herself a loving home and a new mama.

Huxley, Aldous. *Brave New World*. 1932. In a chilling vision of the future, babies are produced in bottles and exist in a mechanized world without soul.

Malamud, Bernard. *The Fixer*. 1966. Victim of a vicious anti-Semitic conspiracy, Yakov Bok is in a Russian prison with only his indomitable will to sustain him.

Morrison, Toni. *Beloved*. 1987. Preferring death over slavery for her children, Sethe murders her infant daughter who later mysteriously returns and almost destroys the lives of her mother and sister.

Wright, Richard. *Native Son*. 1940. For Bigger Thomas, an African American man accused of a crime in the white man's world, there could be no extenuating circumstances, no explanations and only death.

## **Nonfiction**

Asinof, Eliot. *Eight Men Out: The Black Sox and the 1919 World Series*. 1963. It's all here: the players, the scandal, the shame, and the damage the 1919 World Series caused America's national pastime.

Atkin, S. Beth. *Voices from the Streets: Young Former Gang Members Tell Their Stories*. 1996. Gang members from all races and backgrounds describe why they joined, and why--and how--they left.

Blais, Madeleine. *In These Girls, Hope Is a Muscle*. 1995. Learn about the year of heart, sweat, and muscle that transformed the Amherst Lady Hurricanes basketball team into state champions.

Brown, Dee. *Bury My Heart at Wounded Knee: An Indian History of the American West*. 1970. There's another side of America's western expansion: the one seen through Native American eyes.

Brumberg, Joan Jacobs. *The Body Project: An Intimate History of American Girls*. 1997. The historical evolution of body perception has turned the value system of American girls inside out.

Chang, Iris. *The Rape of Nanking: The Forgotten Holocaust of World War II*. 1997. Barely a postscript in official Japanese history, the horrific rape, mutilation, torture, and murder of hundreds of thousands of Chinese citizens took place over the course of just seven weeks.

Dorris, Michael. *The Broken Cord*. 1989. The persistent physical and emotional problems of his adopted son baffled the author until he learned the condition had a name: Fetal Alcohol Syndrome.

Due, Linnea. *Joining the Tribe: Growing Up Gay and Lesbian in the '90's*. 1995. Being young and gay in America means surviving cruelty, abuse, and isolation, as these individual stories of courage from teens around the country attest.

Hawking, Stephen. *A Brief History of Time: From the Big Bang to Black Holes*. 1988. Cosmology becomes understandable as the author discusses the origin, evolution, and fate of our universe.

Hersey, John. *Hiroshima*. 1946. Six Hiroshima survivors reflect on the aftermath of the first atomic bomb.

Humes, Edward. *No Matter How Loud I Shout: A Year in the Life of Juvenile Court*. 1996. Humes paints a tragic and heartbreaking portrait of the chaos characterizing America's juvenile justice system where, as one inmate writes, "my screams have no voice, no matter how loud I shout."

Jones, K. Maurice. *Say It Loud! The Story of Rap Music*. 1994. From a village in West Africa to a street in Brooklyn, to MTV, rappers make the Scene.

McCloud, Scott. *Understanding Comics: The Invisible Art*. 1993. A comic book asks and answers the question of whether or not comics are a literary form.

### **(Auto)biographies**

Angelou, Maya. *I Know Why the Caged Bird Sings*. 1970. An African American writer, poet, and actress traces her coming of age.

Douglass, Frederick. *Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself*. 1845. Former slave and famed abolitionist Frederick Douglass describes the horrors of his enslavement and eventual escape.

Karr, Mary. *The Liars' Club: A Memoir*. 1995. Growing up in "a family of liars and drunks" is never easy, and yet, despite alcoholism, rape, and other dark secrets, the author makes childhood in an East Texas refinery town sound as funny as it was painful.

Khang, Yelena. *Soul to Soul: A Black Russian American Family, 1865-1992*. Yelena Khanga and Susan Jacoby. 1992. A young Russian journalist of African American and Jewish heritage analyzes and compares attitudes on race, religion, and sexism in Russia and America.

McBride, James, and McBride-Jordan, Ruth. *The Color of Water: A Black Man's Tribute to His White Mother*. James McBride. 1996. McBride blends his story with that of his mother, who battled poverty and racism to raise twelve children.

Malcolm X, with the assistance of Alex Haley. *The Autobiography of Malcolm X*. 1965. A great and controversial Black Muslim figure relates his transformation from street hustler to religious and national leader.

To check out these books, or any others that you're interested in reading, visit the Cedar Falls or Waterloo Public Library. They've got a great selection of books, and if you want to check out one that isn't available through them, ask if they can get it for you from another library. If you'd like to check it out before you make a trip, go to <http://www.cedar-falls.lib.ia.us>. Click on either the Cedar Falls Public Library link or the Waterloo Public Library link. Then click on "young adults" or "youth services." This will lead you to the teen page, a site where you can write and submit on-line reviews of books you've read and read book reviews that have been submitted by other teens. There's also a link to TeenLit's Publishing area, where you can publish your poetry, essays, short stories, and book reviews on-line for free.

Sources: Dr. Julie Husband, Assistant Professor of English Language and Literature at the University of Northern Iowa.

YALSA (Young Adult Library Services Association). "Outstanding Books for the College Bound and Lifelong Learners." [www.ala.org/Content/NavigationMenu/YALSA/Booklists\\_and\\_Book\\_Awards](http://www.ala.org/Content/NavigationMenu/YALSA/Booklists_and_Book_Awards).

## **The Fastest Growing Occupations in the United States**

Deciding what career field you will enter into is probably one of the biggest decisions you will ever make. The most important thing to consider when deciding on a career is whether or not you will enjoy your job. It doesn't end there, however. Another important factor to keep in mind when you're looking at colleges and choosing majors, or reassessing your current career and contemplating a new one, is how much in demand your skills will be after you have earned your degree or certificate. Below are the top 15 fastest growing jobs in the US and the number of expected new positions by 2008.

1. Systems analyst: 1,194,000

2. Personal care/home health care aid: 1,179,000
3. Computer support specialist: 869,000
4. Computer engineer: 622,000
5. Social and human service assistant: 410,000
6. Medical assistant: 398,000
7. Residential counselor: 278,000
8. Paralegals and legal assistant: 220,000
9. Database administrator: 155,000
10. Medical records technician: 133,000
11. Physical therapy assistant: 118,000
12. Data processing equipment repairer: 117,000
13. Physician's assistant: 98,000
14. Electronic semiconductor processor: 92,000
15. Desktop publishing specialist: 44,000

So, you might be thinking, how exactly does this apply to me? Well, if an individual is torn between pursuing a career in fashion design and one in web design, the decision might become easier when job demand is taken into account. Individuals with degrees/knowledge in the careers listed above will probably have a fairly easy time finding a position. And, as demand for certain positions goes up, so do the salaries of these positions.

Visit your school counselor to learn more about these careers. He or she has the resources to give you information about what exactly people in these fields do for a living, which colleges specialize in these career training programs, how much education these careers require, and how much money individuals in these careers make.

If your dream job is not listed above, do not discourage. Visit your school counselor and ask them questions about possible opportunities in your chosen field. That's what they get paid for, after all. Make them work hard for their money!

## **Words of Wisdom**

“Building on a rock, a stronghold, for a future.”

--Charles King, Upward Bound participant

“They are able because they think they are able.”

--Virgil, Roman poet

“We all have ability. The difference is how we use it.”

--Stevie Wonder, African American singer/songwriter

“Prejudices, it is well known, are most difficult to eradicate from the heart whose soul has never been loosened or fertilized by education; they grow there, firm as weeds among rocks.”

--Charlotte Bronte, English writer

## **Happy Birthday!**

**July**

13 Cole Kurtenbach

17 Reginald Woods  
18 Katy Gardner  
22 Molly Stuber  
26 Brice Gates  
31 Shane Henninger

**August**

14 Cole Kurtenbach  
19 Reginald Woods  
20 Katy Gardner  
23 Molly Stuber  
27 Brice Gates  
32 Shane Henninger

**September**

5 Keyah Levy  
10 Michele Tyler  
12 Terrance Thomas  
13 William Martin  
15 Terrence Wallican  
19 Brandon Fuller  
25 Sir Nature Johnson  
26 Travis Ferguson