

## **Running Head: Women: Gender Issues**



## **Women: Gender Issues and Advancing Your Career**

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COMM 4120: Introduction to Technical Writing Online

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## Abstract

This paper is about how almost every woman would like to know how she could maximize her career opportunities or obtain the job of her dreams. Many women grow up believing that men are superior, and that women will never be able to achieve what men have been able to achieve in a career. How does a woman obtain this strength and courage and allow herself to maximize her career opportunities?

The early history of gender issues show how this problem has evolved over time. There are several different gender issues and stereotype issues discussed in this paper. One is “The Equal Pay Act” passed in 1963, which required employers to pay men and women equally if they performed similar work. Another challenge was that women who obtained jobs often found it hard to have families as well. To prevent discrimination against pregnant women, the Feminist Research Center states, “In 1978, feminists won passage of the Pregnancy Discrimination Act to prohibit discrimination in employment on the basis of pregnancy” (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html) 2001-2005).

The later gender history from 1990’s brought affirmative action for women and minorities. Companies were required to hire a certain percentage of women and minorities. Today many women have made it to the top positions in their companies. Morris says the FORTUNE 500 companies employ 6% women in their senior positions (2002).

To overcome gender issues a woman needs to build her self-confidence. A woman who has low self-confidence can improve it by taking risks and having some successes in her career. Another way to overcome gender issues is to rethink resume structure because this will help in getting to the interview process. Resume structure is very important to the success of obtaining a job. In our competitive, marketing-oriented society, women need to learn to sell their worth to the employer (1999-2002). In addition, a woman should market herself as the candidate that her prospective employer should hire.

A woman needs a plan for overcoming gender issues, and she can do that by learning to build the self-confidence necessary to obtain the job or advancement she wants in her career. Creating a career philosophy will also help her figure out if she is a good fit with the prospective employer.

To build self-confidence she can keep herself motivated, obtain a mentor, and build her network. Then a strong resume is essential for a woman in selling and marketing herself to the prospective employer. Finally, a woman should market herself because she cannot go in for an interview and just answer the questions. If she wants to stand out, and be the prospective employer’s choice, she needs to sell herself to the employer.

## Women: Gender Issues and Advancing Your Career



Almost every woman would like to know how she could maximize her career opportunities or obtain the job of her dreams. How many times has she been second or third in line for the job or raise that she wants? Often it seems that others have the key to what she seeks, and if she could only obtain the copy of that key, she would be able to achieve the job or the raise she wanted.

Many women grow up believing that men are superior, and that women will never be able to achieve what men have been able to achieve in careers. Beginning a young life with this defeatist attitude makes it more difficult for a woman to believe in herself, stand up for those beliefs, then translate them into a career strategy. In order to encourage this positive thinking, a woman needs to find her voice and sell her image from a standpoint of strength and courage. How does a woman obtain this strength and courage and allow herself to maximize her career opportunities? How does she persuade the perspective employer that she is the candidate they seek? How can she show her current employer that she deserves the raise for which she is asking?

## Problem: Gender Issues



### *History of Gender Issues*

The Feminist Research Center says that women have been contributors in society for a long time, but their role as leaders is not always recognized. In the early 20<sup>th</sup> century, a survey found that feminists had a strong desire for a career (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html), 2001-2005). Women who had a strong desire to have a career or education were not always able to obtain them. These women started the feminist movement of this time. Some strong-willed women did manage to accomplish these things, and had a supportive family; however, they were usually limited to certain careers such as homemaker, nursing, or teaching. According to Domosh and Seager, feminists at this time had finally earned the right to vote, but her only real options were to be a wife and mother and set up a home in the suburbs (2001).

The Equal Pay Act, which passed in 1963, required employers to pay men and women equally if they performed similar work. Then in 1964, Title VII of the Civil Rights Act also helped to prohibit sex discrimination in the workplace. According to the Feminist Research Center, the group in charge of enforcing the Civil Rights Act did not take their job seriously, so the Civil Rights Act has not totally stamped out gender discrimination in the workplace (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html), 2001-2005).

In the late 1960's an organization called the National Organization for Women (NOW) formed to put pressure on the Equal Employment Opportunity Commission (EEOC) to enforce

the sex discrimination guidelines. They even filed a lawsuit to force the EEOC to follow its own guidelines. The Feminist Research Center says in the early 1970's NOW helped extend the EEOC's power by filing a suit that allowed the EEOC to directly sue companies that were in violation of the civil rights law (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html), 2001-2005).

It seems with each step forward, another challenge appears. One challenge was that women who obtained jobs often found it hard to have families as well. When a woman became pregnant, the employer fired her or treated her differently. To prevent discrimination against pregnant women, the Feminist Research Center states, "In 1978, feminists won passage of the Pregnancy Discrimination Act to prohibit discrimination in employment on the basis of pregnancy" (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html), 2001-2005). This act gave women a better chance at keeping their jobs, while still being able to have children.

In 1988, the National Association of Women Business Owners (NAWBO) pressured congress to look into the obstacles that women business owners face. According to the Feminist Research Center, the result was better access to credit. In addition, a council formed to help women deal with government agencies (at [http://www.feminist.org/research/ewb\\_diff.html](http://www.feminist.org/research/ewb_diff.html), 2001-2005).

The 1990's brought affirmative action for women and minorities. Companies were required to hire a certain percentage of women and minorities. Friedan says, that there are still "glass ceilings" that block women and minorities from reaching the higher-level management positions, and that white men still hold 95 of 100 senior management positions (1997). DeLaat explains how a Glass Ceiling Commission established in 1991 recommended ways to eliminate the barriers minorities and women face when trying to advance their careers. The eight recommendations for business and private firms were (1999):

1. Demonstrate CEO commitment
2. Include diversity in all strategic business plans and hold line managers accountable for progress
3. Use affirmative action as a tool
4. Select, promote, and retain qualified individuals
5. Prepare minorities and women for senior positions
6. Educate corporate ranks
7. Initiate work-life and family-friendly policies within firms
8. Adopt high-performance workplace practices

Today many women have made it to the top positions in their companies. There is definitely a better ratio of women to men in the senior positions of companies, but there is still a long way to go before the ratio will be more even between men and women. Morris says the FORTUNE 500 companies employ 6% women in their senior positions (2002). An interesting trend is that for most of these women, their husbands stay at home to take care of the children. Morris says many of these women claim that having these senior jobs has been possible because their husbands have stayed home with the children (2002). This trend is a complete role reversal of earlier times when the woman stayed home with the children.

### *Causes of Gender Issues*

Stereotyping is one of the main causes of gender issues. Many women are taught to be meek and mild, and physical attractiveness is very important. Even today, many women are taught that “their place” is to take care of the home. For example, Tucker-Ladd state from a very young age, little boys hear “Oh, you’re a big boy”, and little girls hear “you are such a pretty little girl” (1996-2000). Society still inundates us with teachings like these, which previous

generations passed down within their families. Then as a girl grows up and wants to start a career, her success depends on whether she can overcome the teachings. According to the Feminist Research Center the “old-boy network”, which is how men group together for networking and support of each other, is still going strong, and this is the biggest barrier to women trying to get a top management position (at [http://www.feminist.org/research/ewb\\_glass.html](http://www.feminist.org/research/ewb_glass.html), 2001-2005). Therefore, from the beginning of most women’s lives the feeling that they are subordinate to men is hard to overcome. The Feminist Research Center states that a survey done by the Wall Street Journal/Gallup study gave the following information about what women said their biggest obstacles to achieving success were (at [http://www.feminist.org/research/ewb\\_glass.html](http://www.feminist.org/research/ewb_glass.html), 2001-2005):

1. Men do not take women seriously - 80%
2. Less pay than men – 70%
3. Mistaken for a secretary at a business meeting – 61%
4. Male attitudes toward women – 25%

Another area that is difficult for women is how to approach competition. Since many women are taught to be subordinate, it may be hard for them to be competitive. Therefore, when a woman goes up against a man for a job, her confidence may not be as high as a man’s. Sometimes this makes a woman feel inferior, which then shows in her interview. Many women are taught to be less aggressive, and take fewer risks than men. For instance, boys tend to establish their status and then continue to try to use power to improve their position in the “pecking order.” Tucker-Ladd states that in contrast, a girl or a woman tends to try to establish and improve her relationships as if she were always asking, “Do you like me?” (1996-2000). Rusin says, many men feel uncomfortable when women try to break out of their traditional roles

such as wives, teachers, or clerical workers. If women resist trying to fit into the traditional roles, then they can achieve a higher potential (2002).

Conversation between men and women is another area where gender issues can occur. Studies have found, women are usually attentive listeners and supportive of others more so than men. Tucker-Ladd says, “Men are in an ongoing contest, competing with everyone by displaying their competence and skill. Women are more cautious but seek intimacy; they want emotional support, cooperation, and praise” (1996-2000). Given that most workplaces are male-dominated, it is no wonder that women have difficulty obtaining the job to which they aspire.

## Overcoming Gender Issues



### *Build Self Confidence*

One of the main areas that can help a woman overcome gender issues and obtain the job she desires is to improve her self-confidence. A woman who has low self-confidence can improve it by taking risks, and having some successes in her career. The rewards that men have accomplished for a long time are then obtainable by women who can take risks. As a woman’s self-confidence shows through to the perspective employer, it lets them know she is sure of herself. Employers often look for high self-confidence in an employee. In the next section, ideas for building self-confidence are discussed.

### *Rethink Resume Structure*

Resume structure is very important to the success of obtaining a job. Most employers will not schedule an appointment for an interview if the resume submitted is not good. The structure of resumes has changed greatly over the years, so reviewing the resume is essential to

making the prospective employer notice. Greene says women have a hard time bragging about themselves, and some women tend to be more reticent about their accomplishments than their male counterparts are and therefore do not sell themselves as well as men. In our competitive, marketing-oriented society, women need to learn to sell their worth to the employer (1999-2002). Effective resume writing skills are discussed in the next section.

### *Market Yourself*

Some men are excellent at marketing themselves. Many women learn they should not brag or be boastful. However, marketing is a very important part of the interview process. It is extremely important that the prospective employer knows what a woman job candidate can do for them and what she brings to the company. People frequently do this kind of marketing in everyday life. Convincing someone to attend a good movie is one example. A woman who markets herself as the candidate that her prospective employer should hire can apply this same technique of marketing.

## **Plan for Overcoming Gender Issues**



### *How to Build Self Confidence*

How can women learn to build the self-confidence necessary to obtain the job or advancement they want in their career? A woman can build her self-confidence by keeping herself motivated, obtaining a mentor, and building her network. Keeping herself motivated will

show employers that she is enthusiastic and that she is in charge. Boer says, obtaining a mentor and networking helps a woman in gaining self-confidence, and then the mentors or networking contacts can promote her to others that make the decisions for hiring or advancement (1999). Here are just a few ideas that have been helpful for some women (“Get an edge: Be the clear choice of employers.” (2001)):

1. Set goals – in order to accomplish what she wants, she needs to determine her goals and write them down. She needs to know what her ideal position is and what she needs to do in order to get that position.
2. Create personal skills inventory – which include her likes, dislikes, strengths, weaknesses, personality traits, and habits. These help her determine if she is a good fit with the prospective employer where she is seeking a job.
3. Create a career philosophy – this will also help her figure out if she is a good fit with the prospective employer. She should research the employer’s philosophy, and see if it is similar to her own. If so, then she will have a better chance of obtaining the job.
4. Create her trademark, or how is she known – this helps her determine if she is a good fit for her prospective employer. Why try to fit in somewhere she does not belong? Find a company that thinks similarly.

Markets herself – after she has done all the preceding steps she will be able to market herself in the interview in a way that will be impressive to the prospective employer.

### *How to Construct a New Resume*

Today, a strong resume is essential for a woman in selling and marketing herself to a prospective employer. Greene says resumes should address the specific needs of the employer

because a general resume does not work anymore (1999 - 2002). In the CD tape series “Get an edge: Be the clear choice of employers” it states a few ways a woman could construct a good resume (2001):

1. Include a heading with personal information such as, name, address, phone number, and email
2. Explain what she intends to provide the company
3. List her objectives
4. Explain how she will approach the job
5. Present her philosophy, and how the job complements this philosophy
6. State her accomplishments
7. List her educational background
8. List her computer skills
9. List her community service/associations
10. List her professional experience

**Table 1**, the resume resource table that is located in the table section at the end of the paper, shows some resources on creating resumes and some job websites that can help in the job search or in career advancement. In addition, **Appendix A**, chronological format, and **Appendix B**, functional format are also located at the end of the paper and they show two of the most popular styles of resume formats. Some people combine these two types of resumes to make a third type of resume that is often used today.

### *How to Market Yourself*

In today’s market, a woman does not go in for an interview and just answer the questions. If she wants to stand out, and be the prospective employer’s choice, she needs to sell herself to

the employer. She needs to take charge and let them know who she is and what she can do for them as an employee. To advance in her position or get the job that she wants she needs to take risks. Beers has 10 guidelines that can help a woman advance her career (1997), and they are useful in getting a new or existing employer to recognize her worth as well:

1. Increase her value to the company by analyzing company goals, priorities, and strategies.
2. When she has mastered her current job and feels comfortable, she should ask for a new assignment or take on a new challenge.
3. Do not wait for a review to find out how she is doing. Set up a meeting with the supervisor every three months to seek input on ways to improve.
4. Keep a log of the goals she wants to achieve as well as her progress.
5. Learn new skills and keep current with technology.
6. Increase her visibility by being active on task forces, in professional organizations, and in her community.
7. Adapt her style to create winning partnerships by studying human nature, personality types, and behavioral styles.
8. Change jobs every 2-5 years. Sometimes lateral moves can do more for her career than a promotion.
9. Believe in her abilities enough to take risks.

Be willing to relocate and consider the big picture.

## Conclusion



Even in today's world, a woman needs information on how to advance her career or obtain her desired job. Information is the key to overcoming the obstacle of being second or third in line for those advancements or new jobs. A woman can obtain this information by taking risks, building her self-confidence, and re-evaluating her resume. She will need these marketing tools to sell herself to prospective employers. She should also reach out to others through mentoring, and networking. This will also help her obtain the advancement in her career or in seeking a new job. Employers will then recognize the employee hired is valuable because the employee has been able to relay that message in the interview. Ash says if a woman is just starting a career and wants to maximize the experience and develop skills, she needs to manage her own career to advance her career development and find satisfaction in that first job (2002, September). Then a woman begins to build her self-confidence, and market herself, she will discover she is the first choice of the employer for the job of her preference.

## Recommendations



1. Enhance self-confidence
2. Overcome negative stereotype teachings
3. Update your resume
4. Market yourself
5. Join business related groups in order to network
6. Ask someone to be your mentor
7. Research the different ways to circulate your resume

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<http://www.ilo.org/public/english/support/publ/pdf/btgc.pdf>

## Appendix A

### Chronological Format

Place your personal information in the areas represented by the boxes. Choose your own layout and type font.

	<i>Name</i>																			
<b>Local Address</b>		<b>Alternative Address</b>																		
<b>JOB OBJECTIVE</b>																				
<i>Job Title Or Area</i>																				
<b>SUMMARY OF QUALIFICATIONS</b>																				
<ul style="list-style-type: none"> <li>• <i>Brief Statements</i></li> </ul>																				
<b>EDUCATION</b>																				
<i>Degree, Major, University, Location, Year</i>																				
<i>Relevant Courses</i>																				
<ul style="list-style-type: none"> <li>• <i>Course Name</i></li> <li>• <i>Course Name</i></li> </ul>																				
<b>WORK EXPERIENCE</b>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><i>Dates</i></td> <td style="width: 50%;"><i>Job Title</i></td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Employer, Location</i></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"> <ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul> </td> <td></td> </tr> <tr> <td><i>Dates</i></td> <td><i>Job Title</i></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Employer, Location</i></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"> <ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul> </td> <td></td> </tr> </table>			<i>Dates</i>	<i>Job Title</i>			<i>Employer, Location</i>			<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul>		<i>Dates</i>	<i>Job Title</i>			<i>Employer, Location</i>			<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul>	
<i>Dates</i>	<i>Job Title</i>																			
	<i>Employer, Location</i>																			
	<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul>																			
<i>Dates</i>	<i>Job Title</i>																			
	<i>Employer, Location</i>																			
	<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs.</i></li> </ul>																			
<b>Other Work Experience 19 __ - __ includes job title, job title, and job title</b>																				

<i>Name</i>			
<b>VOLUNTEER EXPERIENCE</b>			
<p><i>Dates</i>      <i>Title or Role</i>  <i>Organization, Location</i></p> <ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs</i></li> </ul>			
<b>COMPUTER PROFICIENCY</b>			
<b>Hardware</b>	<b>Operating Systems</b>	<b>Software</b>	<b>Languages</b>
<b>SCIENTIFIC INSTRUMENTATION</b>			
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li>• <i>Name, Date</i></li> </ul>		
<b>AWARDS, SCHOLARSHIPS</b>	<ul style="list-style-type: none"> <li>• <i>Name, Awarded by, Date</i></li> </ul>		
<b>PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>• <i>Presented in bibliographic format</i></li> </ul>		
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>• <i>Oral/written</i></li> </ul>		
<b>ACTIVITIES/INTERESTS</b>			
<ul style="list-style-type: none"> <li>• <i>Role, Organization, Dates</i></li> <li>• <i>Activity, Activity, Activity</i></li> </ul>			
<b>REFERENCES</b>			
	Available on Request		

Appendix A (Niznik, 2002)

## Appendix B

### Functional Format

Place your personal information in the areas represented by the boxes. Choose your own layout and type font.

	<b>Name</b>	
<b>Local Address</b>		<b>Alternative Address</b>
<b>JOB OBJECTIVE</b>		
<i>Job Title Or Area</i>		
<b>SUMMARY OF QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• <i>Brief Statements</i></li> </ul>		
<b>EDUCATION</b>		
<i>Degree Major, University, Location, Year</i>		
<i>Relevant Courses</i>		
<ul style="list-style-type: none"> <li>• <i>Course Name</i></li> <li>• <i>Course Name</i></li> </ul>		
<b>QUALIFICATIONS</b>		
<i>Function/Skill</i>		
<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs</i></li> </ul>		
<i>Functions/Skill</i>		
<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs</i></li> </ul>		
<i>Functions/Skill</i>		
<ul style="list-style-type: none"> <li>• <i>Points beginning with action verbs</i></li> </ul>		

<i>Name</i>			
<b>WORK HISTORY</b>			
<i>Dates</i>	<i>Job Title or Role</i>		
	<i>Organization, Location</i>		
<i>Dates</i>	<i>Job Title or Role</i>		
	<i>Organization, Location</i>		
<b>COMPUTER PROFICIENCY</b>			
<b>Hardware</b>	<b>Operating System</b>	<b>Software</b>	<b>Languages</b>
<b>SCIENTIFIC INSTRUMENTATION</b>			
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li><i>Name, Date</i></li> </ul>		
<b>AWARDS, SCHOLARSHIPS</b>	<ul style="list-style-type: none"> <li><i>Name, Awarded by, Date</i></li> </ul>		
<b>PUBLICATIONS</b>	<ul style="list-style-type: none"> <li><i>Presented in bibliographic format</i></li> </ul>		
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li><i>Oral/written</i></li> </ul>		
<b>ACTIVITIES/INTERESTS</b>			
<ul style="list-style-type: none"> <li><i>Role, Organization, Dates</i></li> <li><i>Activity, Activity, Activity</i></li> </ul>			
<b>REFERENCES</b>			
	Available on Request		

Appendix B (Niznik, 2002)

### Author Note



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**Table 1****Resume Resource Table**

No.	Website Name	Website Address	Description from Website
1.	<b>Job Star Central</b>	<a href="http://jobstar.org/tools/resume/res-what.cfm">http://jobstar.org/tools/resume/res-what.cfm</a>	<b>"How To" Information for Job Seekers Everywhere:</b> Resumes, Career & Salary Info, Hidden Job Market.
2.	<b>Resume to Referral</b>	<a href="http://www.resumebycprw.com/">http://www.resumebycprw.com/</a>	Résumé to Referral specializes in career-related resources, including <i>résumé writing and cover letter designs, interview training, career goal setting, and marketing services</i> . These services are designed to help jobseekers with strategic short and long-term career goals.
3.	<b>Jobs-matrix.com</b>	<a href="http://www.jobs-matrix.com/">http://www.jobs-matrix.com/</a>	Multiple areas for job related information.
4.	<b>Monster.com</b>	<a href="http://www.monster.com/">http://www.monster.com/</a>	Possibly the most high-profile job search website. Contains the obligatory free account with resume and cover letter posting and automated job search agents. Account will also keep stats on the amount of times your resume is found and viewed by employers. Contains listings for over 800,000 jobs in the US with many more internationally. Extensive resource center with salary, relocation, and interview tips. In addition, booklists, newsletters, company profiles and chat rooms.
5.	<b>Hotjobs.com</b>	<a href="http://www.hotjobs.com/">http://www.hotjobs.com/</a>	Create a free myHotJobs account <b>Post your resume</b> - Let Hiring companies find you <b>See Resume Stats</b> - check your resume activity <b>Create Job Search Agents</b> - get e-mailed the latest opportunities <b>Set Privacy Options</b> - keep companies from viewing your resume <b>Save Jobs</b> - come back at a later date and apply
6.	<b>Flipdog.com</b>	<a href="http://www.flipdog.com/">http://www.flipdog.com/</a>	<b>Post Your Resume</b> - Employers search FlipDog.com

			every day to fill their positions. Place your resume on FlipDog.com and let employers find you!
7.	<b>Rebecca Smith's e-Resumes, and Resources</b>	<a href="http://www.eresumes.com/">http://www.eresumes.com/</a>	Your Single Source for Electronic Resumes and Online Networking
8.	<b>FlashResume.net</b>	<a href="http://flashresume.net/">http://flashresume.net/</a>	With a flash resume, you will be noticed in a hurry! Stand out from the crowd! All online resumes are customized to suit your needs. Until you get the interview, all you are to a prospective employer is a resume. We can help you dazzle your potential employer with your resume! After a potential employer views your resume, the lasting impression that he/she has of you will give you upper edge you need over your competition! View the sample resume! Put yourself in employer's shoes, is it impressive? Of course it is!
9.	<b>SampleResumes.com</b>	<a href="http://www.sampleresumes.com/sample-resumes.htm">http://www.sampleresumes.com/sample-resumes.htm</a>	A compiled list of sample resumes and resume examples from around the web in many different job categories.
10.	<b>The Resume Workshop</b>	<a href="http://www.resumesforall.com/">http://www.resumesforall.com/</a>	The Resume Workshop is determined <b>to give you, the customer, the best value for money on the web.</b> Nowhere else on the Internet will you find such a <u>complete</u> resume package. <b>Everything you will ever need</b> for the whole job hunting process is provided for you in a single package, which <b>you can download immediately.</b>

**Table 1** (Created by B. Dianne Calhoun; Description of websites taken from individual websites)