

## Deadline for summer aid April 1

By NORA DOYLE  
Assistant News Editor

The deadline for financial aid applications for the summer sessions is April 1.

"We used to give people a little leeway on the date," said Tabatha McAllister, a financial aid counselor. "But this year, we just can't do it."

She said the financial aid office ran into problems in previous years because lenders weren't sending the money until after the four-week summer terms had ended.

"However, as a way out, we do have a revision date of April 28 for students who get the wrong dates because they didn't have a master schedule yet," McAllister said. "But the original application still must be in by April 1."

The complete application must consist of a 1994 Summer Application for Financial Aid, a 1993-94 Free Application for Federal Student Aid and a Federal Student Loan Application.

The minimum hours required may be taken in either the first or second summer session, or a combination of the two.

Students must be admitted into a degree-seeking program by April 28, or their summer application won't be processed.

Summer registration begins June 3, and classes start June 6.

The priority financial aid deadline for fall is April 15. These awards are for the most needy students on a first-come, first-serve basis.

The amount of eligibility for loan funds is determined by an analysis of the information reported on the 1993-94 federal financial aid application, the estimated cost of education at USC, other estimated aid eligibility and/or other aid awarded.

July 1 is the last day to file financial aid forms for the fall semester. Financial aid programs include Pell Grants, work study, federal loans, nursing student loans and health professions student loans.

# Jobs, classes provide experience for students

By College Press Service

When looking for their first "real" jobs, college graduates without specific professional training tend to downgrade their abilities and wind up underemployed.

The smart ones hit the ground running right from the start by taking a close look at their skills and a good look at the big picture of a particular field and then fitting the pieces together.

Forget the idea that you have no relevant experience. The skills you've developed in school, part-time jobs and extracurricular activities are the same ones you'll need when you work for a corporation. You just need to learn how to identify, package and verbalize them.

Human resources consultant Lynn Nemser, who developed and conducted career seminars for liberal arts graduates at the University of Pennsylvania, said any college courses you've taken are relevant.

"Ask yourself what you did in college," she said. "You read, researched, explored, analyzed, summarized, wrote. Those skills are employable skills and talents. Those are things you do when you have a job."

Almost all human resources executives who recruit liberal arts graduates say they are looking for people who have well-developed skills in communication, leadership and teamwork. Therefore, be sure to emphasize these qualities on your resume and in your interviews.

To convince yourself and potential employers who may read your resume or interview, you should make a list of the courses you took that involved teamwork, leadership or communication. Also, make a list of the

organizations you belonged to, offices you held and any other extracurricular activities in which you were involved. Write down the skills you developed in these activities (See graphic for an idea of what skills to list).

Choose a few of the skills you think you possess and list them on your resume to demonstrate your business savvy. You also can mention such skills when discussing or describing your qualifications in letters, on the telephone or in interviews.

According to Nemser, translating student skills to the business world is tough for many recent graduates, especially liberal arts majors.

"This is the greatest difficulty for liberal arts students," she said. "They need to help the employer translate something. They have to narrow it down for them."

Here are some ways to demonstrate your skills when writing your objective on your resume:

■ Entry-level position in marketing, market research or other facet of consumer behavior.

■ To use analytical and research skills in a small-business setting.

■ Position in a management training program in the area of... (sales, marketing, administration, customer service, manufacturing, management consulting, etc.)

If you've narrowed your interests down to a specific industry or field, make it known. For example, your resume and letters could state you are looking for "an entry-level position in marketing, market research or other facet of consumer behavior in the advertising industry."

If you can't narrow your interest down to one field or industry, make up several different resumes, each with a different objective of positions

### Job Hunt

## Employers look for leaders

Human resources executives who recruit liberal arts graduates said they look for people with skill in communication, leadership and teamwork, so resume writers should emphasize these qualities.

A list of courses and organizations teaching leadership and teamwork skills could be helpful in a resume or interview. Job candidates who've narrowed their interests down to a specific field should mention their interest in the field in their resumes and letters to employers.

The following words and phrases can be applied to skills learned as a student:

### Key words for resumes and interviews

- Analytical thought
- Analysis of ideas and data
- Assessment techniques
- Budgeting
- Conflict resolution
- Creativity
- Critical reading
- Delegating
- Flexibility
- Follow-through
- Goal setting
- Interpersonal skills
- Organizational skills
- Meeting deadlines
- Motivating
- Planning
- Prioritizing
- Problem solving
- Teamwork
- Time management

Source: College Press Service

Chris Mulrow/The Gamecock

or fields in which you have some interest or knowledge.

Although your summer jobs may have seemed insignificant, they also gave you skills you can translate to the business world. For example, if you worked at the counter at McDonald's, you can refer to it as customer service. If you were a receptionist at Blue Cross, label it health-care delivery. Experience as a lifeguard or a camp counselor defi-

nately gave you leadership and management skills.

All the techniques and suggestions mentioned above are intended to give you confidence and practice. When you are doing your translations for your resume and in your letters, consider it rehearsal for the most important test of all: the interview. If you've done them thoroughly, you will be prepared and confident when you're in the hot seat.

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of life for students living on campus, and the perception study is one way students can tell us what aspects need improving."

Harwood said not all survey results are positive.

"Probably one area of concern over the past three years is some of the participation in hall government activities has gone down, and that's an

area which could be addressed over the next few semesters," he said.

Harwood said each RA received a copy of his individual floor results, and copies of the perception survey were also sent to Student Affairs and the provost's office.

For more information about the perception study, contact Harwood at Housing and Residential Services,

## POISON continued from page 1

sons under lock and key.

**Lesson 5:** Know and avoid living poisons. Learn the names of all plants around your home; find out whether they are poisonous. Keep poisonous plants out of the reach of children. Never eat wild mushrooms.

Cook and store foods properly to avoid food poisoning. Stay away from

venomous animals such as snakes, spiders, bees, wasps, scorpions and other creatures that can bite or sting.


**Lesson 6:** Adults can be victims of accidental poisonings. At least one-fourth of all poison exposures involve adults. Although not as frequent as childhood exposures, adult poisonings are often more serious.



# The Gamecock

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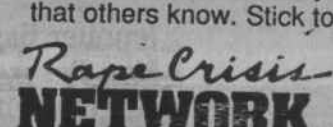


Room 317 Russell House 777-5793



**Safety**


- Go out with friends and keep track of each other. Don't broadcast your name, address or plans in front of others.
- On a first date, plan to meet in a public place. Let people know where you plan to be and let your date know that others know. Stick to your plans.



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**STEP 1** (Please Print)

Applicant's Name: \_\_\_\_\_  Student  Faculty  Alumnus

Local Address: \_\_\_\_\_

Street                      Apt#                      City                      State                      Zip

Telephone: (     )                      (     )

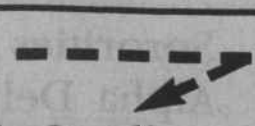
Day                      Evenings

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**STEP 2**

Describe volunteer activities with the following information for each:  
(Print or type on a 8.5"x11" paper. Limit to ten or fewer volunteer activities.)

A. Volunteer Activity	D. Contact Person
B. Number of Hours Involved	E. Accomplishments/Results
C. Name, Address and Telephone Number of Organization	

**STEP 3** Turn in your completed application to 

**University of South Carolina**  
Office of Community Service Programs  
Campus Activities Center, Russell House  
(803) 777-5780

Deadline for application is: **Thurs., March 31, 1994**  
FOR MORE INFORMATION PLEASE CALL (800) 822-8089

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Note: Recipient's application and acceptance of award constitutes permission to use his or her name and photograph for publicity purposes without further compensation.

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