

PREFERRED WORKER Adviser

Fall 2004

Résumé styles: Which will work best for you?

Too many résumés are read quickly and put into the “no” pile. To get your resumé into the “yes” pile, use the format that makes it easiest for the employer to quickly get an overview of your most important qualifications.

There is more than one way to present employment history and skills. A job seeker looking for the next step in a given field wouldn't present this information the same way as a person who is making a career change or as someone who has had several loosely-related positions.

There are two basic resumé formats: chronological and functional. The chronological resumé is most often used, but isn't always the most effective. A third type, the “combination resumé” combines features of both types.

The chronological resumé

The chronological resumé works well for someone who's had increasing job responsibility within a field or industry and wants to stay on the same track.

For a chronological resumé, include information under the following headings: personal data, professional objective, employment history, education/training, and related professional information.

The functional resumé

The functional resumé stresses skills and is best for someone changing careers who has transferable skills and experiences. Preferred Workers often find themselves in this group. It's a good tool for someone who wants to return to a former role, such as a non-

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Employers using Job Match

As a regular feature, the *Preferred Worker Adviser* lists employers who have posted job openings within the last two to three months.

Peavey Oil Company	Willamette Valley
CSR Personnel.....	Portland/Metro
Washrite Company	Coastal
Tigard-Tualatin School District.....	Portland/Metro
Gordon Construction.....	Coastal
NL Jacobson Enterprises	Portland/Metro, Willamette Valley
Central Oregon Health Care Center	Central
Allied Building Services, Inc.	Eastern
KT Contracting	Statewide
McDonald Development	Central
Anderson Sign.....	Portland/Metro

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Register for our new e-mail service

If you are looking for employment, we have a new system that will allow you to register by location to receive job postings. When an employer posts a job on the Preferred Worker Program Job Match site in the geographical location for which you are registered, an e-mail will be sent to you with a link to the job posting. For more information, call (800) 445-3948 or (503) 947-7588.



New direct link

Are you looking for a faster way to find the Preferred Worker Program or the Job Match Web site online? Use our new direct link at www.Oregonpwp.info.

Worksite-modification success story

Worker disability

A 47-year-old male welder/cutter sustained a lumbar disc herniation while bending low to lift some steel plates. This resulted in right lower extremity weakness and pain radiating down his leg. He was limited to the light-medium work category and could only lift 25 pounds occasionally. He was restricted to sitting one hour at a time, occasionally kneeling, bending, crawling, and climbing and he had to alternate between sitting and standing frequently.

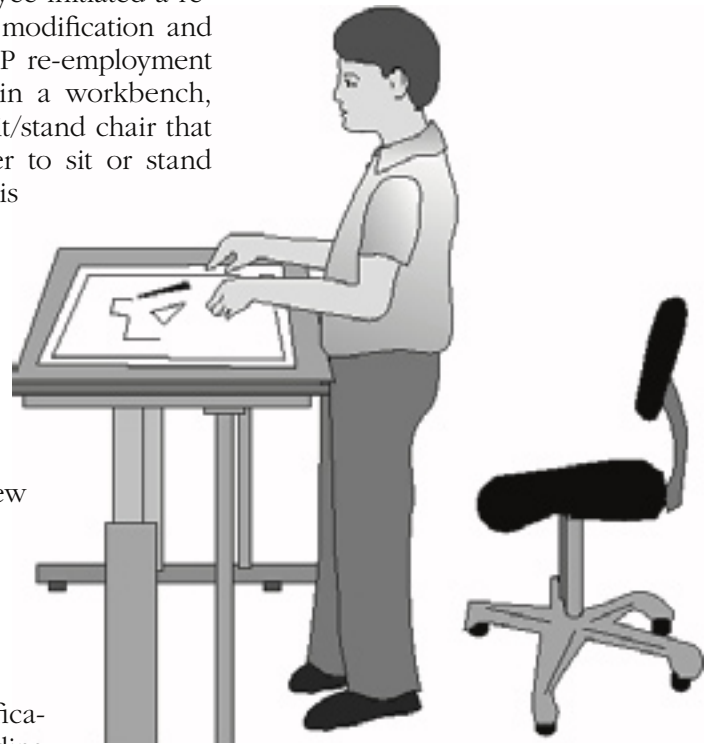
New work setting

The employer-at-injury could not find an alternative position that accommodated the worker's new permanent limitations, and the worker lost his job. After a year of job search, he found a living-wage job doing airplane component assembly. This employer had not used the Preferred Worker Program (PWP) in many years, but a new safety manager had met the worker in the plant and became aware he was having physical problems performing his job and needed job accommodation. While searching for internal resources to help accommodate the worker, she spoke with him and discovered he had offered some Preferred Worker benefits at hire. She contacted the Preferred Worker Program, and found it offered worksite-modification assistance to overcome injury-caused job limitations.

She and the employer initiated a request for worksite modification and worked with a PWP re-employment consultant to obtain a workbench, floor mats, and a sit/stand chair that enabled the worker to sit or stand while performing his job tasks. A simple Genie Lift with a small crank fork platform was also purchased to lift the heavy plane parts, enabling the worker to continue in his new profession, free of pain and no longer at risk of re-injury.

Cost

The cost of modification included a standing-height workbench for \$200, seven high-quality anti-fatigue floor mats around each of his workstations for \$895, a sit/stand stool for \$532, and a Genie Lift for \$830 for a total of \$2,457 dollars. Additionally, the employer is exempt from paying premiums for workers' compensation insurance for three years. The employer is also indemnified for the next three years against any new injury the worker might experience.



And the employer benefits from the six months of 50 percent wage-subsidy reimbursement offered by the worker and the Preferred Worker Program.

A sharp employer and a willing worker made the best of Oregon's outstanding Preferred Worker Program and have saved an employee's career and financial future. ■

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John Shilts

Reemployment assistance

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Meet Tim Kessel

Tim is a re-employment specialist with the Reemployment Assistance Unit (RAU) in Salem. In this capacity, Tim provides technical direction to Oregon's injured workers and their employers. Tim is the technical resource for the RAU data-system restructure project, which will allow quicker access to information and improve customer response time. Tim enjoys the challenge of his job and thrives on the personal contact with customers.

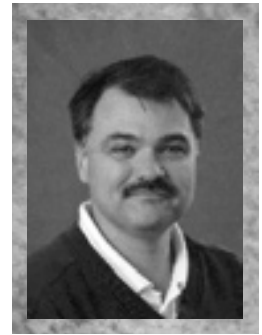
Tim has been with the Reemployment Assistance Unit for 11 years and is gaining valuable experience performing worksite modifications with the assistance of other re-employment consultants. He hopes to move into the worksite modification program.

Tim's background has been in the customer service area. He began his career as a sales associate while working for Sears. He was quickly promoted into a management position. Tim enjoyed working in management and began looking for ways to expand his training and work for the State of Oregon. He was then hired by the Department of Transportation in the mail center. He was promoted to the Department of Insurance and Finance as a support services supervisor before moving into his current position.

Tim and his wife, Edie, live in Salem with their two children, Grant and Lauren. Tim's family is very involved in sports activities and spends much of the summer at Little League games.

Tim is an avid golfer and golfs as often as possible. He also enjoys building and repairing golf clubs. If Tim's not at a golf course in his spare time, he is often in Eugene supporting the University of Oregon Ducks.

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Tim Kessel

Preparing for your interview

The 30 minutes to an hour you spend in a job interview may change your life. You don't want to be so nervous that it interferes with how well you do. Nor do you want to appear unprepared or indifferent. The best remedy for these potential mistakes is to *prepare* for the interview.

Research the company. Know things about the company's products or services; where its plants, offices, or stores are located; what its growth has been; and what its growth potential is. If the company is large, you may find this information in the library or on the Internet.

Think of questions *you* will ask during the interview. An interview is a two-way process. Asking questions shows your enthusiasm for the job and helps you decide whether the job will meet *your* needs. Ask for details about the job. What are the company's growth plans? What particular challenges does the company face? What is the next step in the hiring process?

Try to anticipate what questions the interviewer will ask you; then prepare answers and practice answering those questions. If the job is technical, the interviewer may ask questions to determine whether your technical knowledge and skills match the job. You may be asked to demonstrate your skills.

The interviewer will also want to learn as much as possible about who you are and how you work. Here's a list of questions you might expect. Add any questions you especially *dread* to the list and prepare good answers for all the questions.

- Why did you choose this particular type of work?
- What do you think determines a person's progress in a company?
- What's the worst mistake you've ever made? What did you do about it?
- What are your special abilities?
- Give examples of how you've shown initiative and willingness to work.

- Describe your role and contributions to a team effort. Why did the team succeed or fail?
- What's your strongest quality?
- Why did you leave your last job (or any job relevant to the position you're applying for)?
- Give an example of a pressure situation for you. How did you handle it?
- If you could change one thing about your personality, what would it be? Why?
- What's your ideal job and career path?
- What are your salary expectations?
- What accomplishment are you most proud of?
- Is there anything you'd like to say to close the interview?

Preparing for the interview is sure to give you more confidence. While it requires an investment in time and effort, who better to invest in than yourself? ■

Résumé styles . . . *Continued from Page 1*

management position. It can also help to “package” a so-called “job hopper” who has had many seemingly unrelated jobs. For a functional résumé, include information under the above headings, but add a section dealing with skills.

Information to include

You can combine these styles in any way that best *points out* your most marketable skills, education, and experience and that *downplays* any “deficits.” Generally, the following types of information should be provided:

Personal data

Always include your name, address, and phone numbers at the beginning of the résumé. Make it easy for an employer to reach you.

Objective

Always make a short, positive statement about your work goals. State the type of job you want and the skills you will bring to the job.

Skills

In a functional résumé, give the job title, place of employment, city and state, and dates of employment. List your skills you want to use in your next job with bullets or asterisks. Use statements like “handled up to \$15,000 daily,” “trained all new employees,” or “developed and implemented maintenance schedule.”

Employment history

In a chronological résumé, include job title, place of employment, city and state, and dates of employment. List your most recent job first and work backward in time. Describe the job clearly, highlighting important skills. Use short, concise statements.

Education

List education and training that relate to the job. If this includes formal training or education, give the name and location of the school and what degree/certificate(s) you earned.

Related professional information

List licenses and certificates you currently hold. Cite honors, scholarships, and awards. List special skills related to the job, such as computer skills.

References

References can be handled in a number of ways. It's often best not to list references on your résumé. You can make a statement such as “references will be provided upon request.” ■

