

CAREERS & YOU

Your 'Guide' to Career opportunities...



Four Black Women Honored For Career Achievements

Four Black women employees of the U.S. Department of Labor were honored for career and personal achievements at a ceremony marking the start of week-long activities observing Federal Women's Week this week.

Recipients of the Personal Achievement Award were: Lois Barksdale, Labor-Management Services Administration; Rebecca Washington and Barbara Q. Rainey, Office of the Inspector General, and Christine W. Hemphill, Office of Information and Public Affairs. Six other department employees received the awards.

Following is a brief sketch of the Black recipient's career progression and accomplishments:

***Lois Barksdale**, special assistant to Ronald J. St. Cyr, deputy assistant secretary, Labor-Management Services Administration. The first female compliance officer hired in the LMSA Philadelphia Region, she was cited for her "unusual and outstanding career progression from GS-5 to GS-15," balancing educational pursuits, volunteer activities and success in a nontraditional employment area.

***Rebecca Washington** was cited for steady advancement through her own perseverance from clerk-typist to desk officer, while at the same time continuing to pursue higher education. She is also active in community organizations.

***Barbara Q. Rainey**, a computer specialist, began her federal career as a clerk-stenographer. A mother of four children, she has completed course requirements for a degree in business administration, served as an equal employment opportunity counselor and provides guidance to co-workers.

***Christine W. Hemphill** was cited as a "top-notch" secretary and for her superior performance and invaluable asset to the department's top public affairs officer.

Elaine Murrell, who heads the department's Federal Women's Program, said the week's activities sought to increase awareness of issues that women face, and to bring about positive changes in attitude and perceptions of women in the workforce.

In addition to the personal achievement award, the program also recognized supervisors and managers who have helped improve employment opportunities for women. This year, these Impact Awards were present to three men.

Julia Chang Bloch, keynote speaker at the opening program, said that as women progress in their careers and move into decision making positions, it is important that they "share and help other women move along in their career."

She also reminded her audience that ultimately "you yourself determine what you do with your life and what career paths you choose."

Bloch, assistant administrator for the Agency for International Development, spoke about her personal experiences as a child and 18 years in public service.

Bloch said people find strength in adversity and added that early in life she learned to overcome barriers and decided she would rather work with her brains than with her hands.

Noting that her parents placed "the highest premium on educational skills," she was also encouraged to reach out for new and challenging goals, including

those in the "nontraditional" areas, she said.

She acknowledged that during her career her mentors have been men, but that is gradually changing for the younger women entering new careers, she told the group.

But she also noted it is still a fact that

women have "to work harder and perform better than their male peers."

Bloch praised the Labor Department for its commitment to the Federal Women's Program, adding the program was one of substance, not only symbolic.

The week's activities included seminars on topics dealing with job search techni-

ques, meeting career challenges, policy issues in a changing labor market and the federal budget process.

The week's activities were coordinated by the Federal Women's Program, a part of the department's Office of Equal Employment and Affirmative Action Programs.

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Black Brigadier General At Fort Lewis Is Inspiration To All

By JANICE HAYES

"Anyone can succeed in the Army. All it takes is hard work and a positive mental attitude," said Brigadier General Guthrie Turner, Commander of Madigan Army Medical Center, Fort Lewis, Washington.

Turner, a soft-spoken native of Snow Hill, North Carolina, became the first Black doctor on active duty promoted to general in the U.S. Army in May of 1980. He has been the commander of Madigan since June of 1980.

Although his hair is growing grey in places, the years have been kind to Turner. Physically he is trim and virile. His face is smooth and brown like a copper penny. It displays few of the battle scars one would expect to see after almost three decades of military service.

"My parents did not approve of my decision to join the Army," Turner recalled. "They had never known anyone who had done well in the military. I was their only son, so naturally they wanted the best for me. It took them years and years to accept it."

"Before my parents died in 1968," he continued, "there was an article in my hometown newspaper about a medical battalion I was commanding in Vietnam. The local sheriff called my father and invited him to sit on a bench in front of a drugstore right across from the courthouse. Integration was not 100 percent in Snow Hill at that time. My father was the first Black man to sit where only Whites had sat before. It was then that I think he was made proud of me," Turner said.

Turner is in charge of approximately 2,000 people at Madigan, both military and civilian personnel. Madigan serves 135,000 patients within a 50-mile radius. 160,000 records are on file in the hospital's records section.

According to Turner, Madigan has a three-fold mission: responsive health care, health care training and clinical research. "I make rounds daily in an attempt to keep in touch with my staff and their needs. Right now I think we are fulfilling our mission. We do a lot of things well."

"On the other hand, there are a lot of things that we would like to do, however, we lack the resources. For instance, I would like to have more physicians and nurses in the Emergency Room on holidays and weekends. I would also like to keep the pharmacy open on the weekends, but we lack the personnel," he said.

The Army plans to build a new hospital facility at Madigan. The design phase will be completed early next year. General Turner has been instrumental in the planning thus far. "We got the economic proposal completed and approved. Then we took the contract bids for a design engineer," he said. The design contract was given to a Seattle firm who will be working with a firm from Birmingham, Alabama.

"When I joined the Army in 1953, I had no intentions of staying in. I was still planning to get out in June 1956," Turner said. "When I was turning in my gear, a colonel, whom I respected very much, talked to me earnestly. Among some of the things he said to me was that I had exceptional leadership qualities, and I think exceptional meant at that time, as a minority. In addition, he said to me if you

stay in the Army you will not only be an outstanding physician, but you can be an outstanding soldier."

"I knew that if I got out of the military and practiced in the South, I could never become an outstanding physician because the world of Black and White had not mixed as much outside of the Army as it had in the Army," he said.

A graduate of Howard Medical School in Washington D.C., Turner's medical speciality is aerospace medicine. According to Turner, a friend, another minority officer who came into the Army to become a flight surgeon, influenced him to pursue a career in aerospace medicine. "Just listening and observing him and seeing exactly what he did made me want to do the same thing," Turner said.

Aerospace medicine takes care of flight

crew members and their families. It's a form of family practice for aviators and crew members. Astronauts usually have flight surgeons for their physicians because when they leave the earth's environment, the atmosphere is hostile. Therefore, it takes a specially trained physician to make sure that the environment and the person's capabilities are not at odds with each other.

Turner is married and has three children. His wife is also a native of North Carolina. Kim, his oldest daughter, said her father is a very positive and encouraging person. "He is always encouraging people to do the best they possibly can at whatever it is they choose to do," she said.

"He doesn't believe in wasting time, he believes in productivity. I can't remember seeing him lying around the

house watching T.V. or resting often. With one exception, he does like to watch Patton whenever that comes on," she said.

"I believe you have to have a philosophy in life. Mine is hard work and good deeds shall be rewarded. Most human beings are of average intelligence. What separates one from another is how he applies that intelligence. Very few of us really work up to our full potential," Turner said.

Unlike the staunch General Patton portrayed by George C. Scott, Turner is a man of small frame. His eyes are big and brown and as steady as a sharpshooter. As he talks he very seldom looks away

(Continued on Page 9)



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Look Behind The Unemployment Rate, Says Economist

NEW YORK -- Commissioner of Labor Statistics Janet L. Norwood urged economists "to look behind the current 9 percent unemployment rate" to gain a fuller understanding of what is happening in the labor market.

An Inspiration To All . . .

(Continued from Page 5)

from you. He is a thoughtful man. After each question he pauses for a moment, thinks it through and then answers. Slowly, almost deliberately.

"It was never my goal to become general," he says as he leans back in his executive style chair. "My goal was to be a well respected officer and to do the best I could at any task I was assigned. Over the years I have realized that people only expect you to do your best. They usually don't care if you are Black or White, male or female, as long as you are doing the job. I don't believe in making excuses because you are a minority or having a chip on your shoulder."

Turner's advice to young Black officers is to know your job, perform every task to the best of your ability, and communicate with your supervisor. Communication is vital. "Let your supervisor know that you want to do an outstanding job. Find out what he or she expects of you and let them know that they can always expect the best from you," he said.

Turner's youngest daughter, Karen, will attend West Point, the Army's military academy in the Fall. At seventeen, Turner said she exhibits the potential to become a successful officer, but she will have to work hard at it.

"We want our children to be suc-

cessful and happy. It is often hard to get across to them that they have to work hard. They are more concerned about being accepted by their teenage companion," he said.

Kim, a graduate of the University of North Carolina, remembers that her father used to call her often while she was away at school to see if she was studying. "Now it is kind of amusing because my younger brother Kevin is attending the University of Virginia and I overhear my father asking him the same thing all of the time," she said.

"I try to impress upon my children the value of time. To use time wisely, in a productive manner," Turner said.

Turner is in the last phase of his military career. "I have been in the military for almost 30 years. I don't think the adjustment to civilian life will be that difficult. You work with people and they are basically the same everywhere," he said.

"The Army has given me the opportunity to meet some fine people, broaden my background and increase my usefulness. Blacks entering the military today have no specified role. They are free to go where their talents and efforts take them. They will discover, as I did, that hard work and a positive mental attitude are the keys to success."

Addressing the meeting of Industrial Relations Society, she said:

"The overall unemployment rate is an important statistic. But to understand what is really happening, we need to look behind it--to find out who is working and who is not, who has earnings and who does not, and to learn what we can about the employment and income of others in the families with whom they live.

"We need to examine the information that lies behind the overall unemployment rate, and beneath the headlines of the daily newspapers."

In her prepared remarks, Norwood noted that:

Black workers represent only about 10 percent of the population, but they account for 20 percent of the unemployed. In March, the jobless rate for Black workers was 18 percent, a great deal higher than the 7.9 percent for Whites.

Blacks also represent a disproportionately high share of those too discouraged to look for work and of those unemployed for long periods of time.

Hispanic unemployment rates fall between those of Whites and Blacks. But, as with other groups in the population, there is a great variation among the various Hispanic groups. For example, persons of Puerto Rican origin typically have had the highest jobless rate of all Hispanics.

Norwood cited these statistics to help explain who the unemployed are:

About 45 percent of the unemployed

are adult men, 35 percent adult women, and 20 percent teenagers.

The total number of persons with some unemployment during the course of a year is 2½ to 3½ times larger than the number in a single month.

Most unemployed persons have relatively short spells of joblessness. In March, about 40 percent of the unemployed had been jobless for less than 5 weeks. But nearly 3 million had been out of work 3 months or more.

Unemployment is not always associated with low family income. The earnings of other employed family members as well as unemployment insurance reduces the economic distress of joblessness. The median family income of persons with some unemployment during 1980 was \$16,646. Nevertheless, 17.5 percent of those with some unemployment during 1980 lived in families with median incomes below the official poverty level.

The most serious financial distress caused by unemployment occurs in families maintained by a woman with no husband present. One of every six families is maintained by a woman, and 18 percent of all children live in such a family.

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Cover Letters And Resumes A Must For Jobs These Days

By **CONNIE BENNETT CAMERON**
Managing Editor

I've been employed at Tiloben Publishing Company for quite sometime, and hundreds of people from all across the country have tried to get jobs here. Since I don't know anything about them, my initial response is to ask for a resume, which can tell me almost everything I want to know. Like most employers, if I'm impressed, and if funds are available, a request is made for an interview.

Surprisingly, many job-seekers obviously do not know what a resume (or vita) is or how to prepare one. Some don't know how important it is, and others just don't care.

Following are some pointers on what a resume is and how to prepare one, and on writing the cover letter. A lot of the information was taken from a very good book you may want to purchase. It's called, "Your Resume: Key To A Better Job," by Leonard Corwen.

A resume is a brief summary or history of your life accomplishments. It is a condensed autobiographical advertisement that "sells" you to a prospective employer for a good job, appointment or the like. It tells what kinds of jobs you've had, awards, experience, education, background and the kind of job or position you are seeking.

Simply put, the resume sells and tells who you are and what you want.

Usually, a resume is the first thing an employer learns about you, and if you're not careful, it could be the last. This is why it is very important to prepare a resume very carefully and accurately.

All personal pronouns such as I, we and us should be omitted in preparing the resume. Use an outline form to start sentences with active verbs in the past tense (directed, supervised, worked, performed, etc.).

A resume should always be neat and typed on regular white typing paper. Nothing is tackier than a resume full of typing errors, erasure marks, penciled or inked corrections, white-out blotches, type-overs and misspelled words. It paints the picture of a sloppy, careless person too risky to hire. That kind of resume has no problem getting into File 13, and for good reason.

If you can't type, hire a typist. Or, if you find it difficult to organize your materials in a professional way, there are many people skilled in resume preparations who can help you. They can be found in the classified sections of many newspapers. There's a small fee involved, but it may well be worth it.

THREE BASIC KINDS OF RESUMES

There are three basic kinds of professional resumes. They are chronological, functional and resumes for beginners. They all contain the same basic information, just arranged differently to cater to specific personal needs. This information falls into six categories: identification, title of position desired or objective, experience,

education, miscellaneous information, and references.

The **chronological resume**, which is the most popular, is written in this order: identification, position or objective, experience in chronological order with the last job first, education, miscellaneous information and references.

However, this kind of resume may not work if you have had several jobs in short periods of time. The **functional resume** is your best bet. It is written in this order: identification, position, summary of employment without the dates, experience with the dates of employment, followed by education, miscellaneous data and reference.

Explaining or summarizing your employment gives an employer a chance to see what you have accomplished without drawing hasty conclusions of job-hopping and instability. You may have left a job for reasons beyond your control such as phase-outs, relocations, bankruptcies or mergers. The functional method is really a PLUS in this case.

If you have just finished college, your experience is usually very limited. In this case, you should rely on the **resume for beginners** by selling your education as much and as casual as possible. The objective should be listed immediately after identification, followed by education including scholastic achievements and college activities, job experience (if any), personal data and references.

Where experience falls or doesn't fall, is the only major difference in the three types of resumes.

THINGS IN THE RESUME

Identification includes the name, address and telephone number. It should appear at the top of the page.

The **title of position desired** or **objective** is the headline of the resume

and should be matched against a specific opening in the company. It should appear by itself, directly below the identification, centered and in capital letters or underlined. For an employer to give a fair evaluation of the work you can do, many titles should be made more specific for such vague positions as personnel, advertising and administrative assistants.

Education. List the name of the college, dates you attended and degree earned. If the job you are applying for does not match your degree, simply list the kind of degree (BS, master's). Emphasize the area of your degree only if relevant.

The longer you have been away from college, the less important the details. On the other hand, if you are a recent graduate, elaborate a little on information pertinent to the position, being careful not to get long-winded. Too much information may do more harm than good.

List all supplementary education you may have received in other schools, including night, correspondence and business-related courses.

Experience tells employers what you have done for others and what you can do for them. It entails dates of employment, name and address of company, what the company does, title of your position and description of your duties.

Miscellaneous information includes age, marital status (both are optional), professional organizations and associations.

References are optional, or can be furnished upon request. If used, however, they should be very carefully selected. Try to use three good professionals. Avoid shaky references.

WRITING COVER LETTERS

Another important aspect of the resume is the cover letter, which is a very short letter explaining or keying

your resume to a particular job, by elaborating briefly on qualifications that may be buried in the resume. Such items as temporary phone numbers, where messages can be left, and present and desired salary can also be included in the cover letter. Be cautious, however, and mention salary only if it is requested, and be realistic.

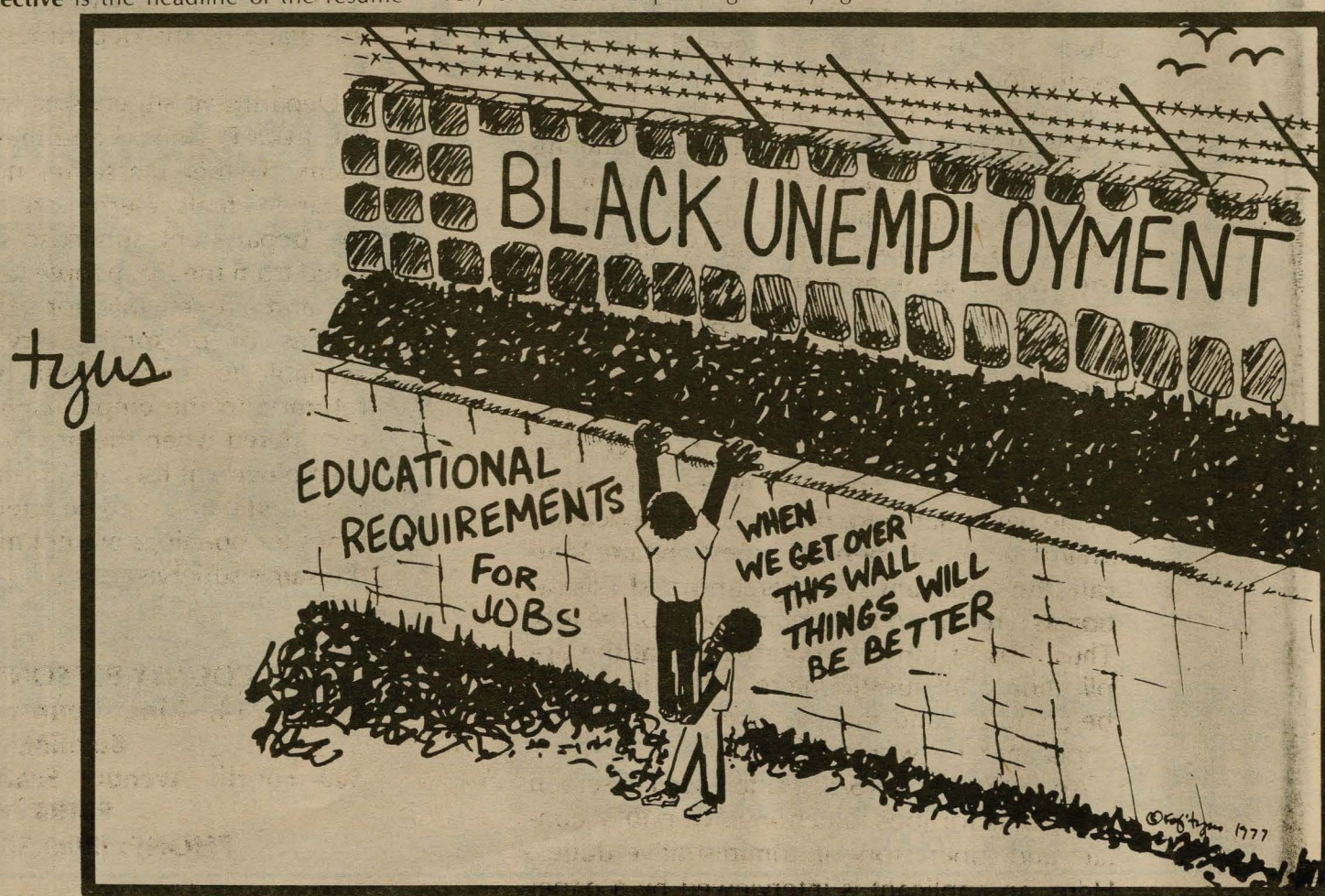
The cover letter should be individually typed, not duplicated, and hand-signed over typed signature. It should contain your name, address and date 13 spaces from the top of the page, flush right. Type the name and address of the company and the person to whom you are sending the letter (if known) five spaces down and flush left. Double space and type the title of the position you are seeking, which can also be contained in the first paragraph. Double space again and type the salutation. Double space between the salutation and body of the letter.

Sentences within paragraphs should be single-spaced. Paragraphs should be double-spaced. There should be two spaces between the last paragraph and the closing, and four spaces between closing and your name. This should be aligned with the return address at the very top of the page.

Also in writing your cover letter, avoid overusing the word "I". Do not be arrogant or showy in language or phrasing, and never boast about your ability to work hard or how reliable you are. Do not give the company the impression that you will be doing them a great favor by "considering" a position. What you want, of course, is to be considered.

The cover letter, like the resume, should be spelled, punctuated and paragraphed correctly. It must be neat, clean, brief, concise and to-the-point, never more than one page.

The cover letter usually ends with some type of direct action, usually a request for an interview.



Confidence Makes Gain For Black Women In Leasing

By GILLIE Y. HAYNES

People often fail in business, not mainly because of the obstacles which accompany success but because of self doubt.

Self doubt will not be a deterrent for Patricia Thompson, owner of the Northwestern Vehicle Leasing Company of Seattle.

Around March of 1981, Pat Thompson noticed an advertisement for the Northwestern Vehicle Leasing Company of Charlotte, North Carolina, listed among the many Black-owned and operated businesses in **Black Enterprise Magazine**.

Thompson, who felt there had previously been a need for a company of this sort in Seattle, saw no harm in asking, so she telephoned the owner of the Northwestern Vehicle Leasing Company in Charlotte, Omar Leatherman, and expressed a sincere desire to open a branch of his company in Seattle.

Thompson, a longtime Seattle resident, felt she had something to offer, "I felt I could give the company a lot more exposure in terms of advertising," she stated.

Leatherman, impressed with her honest approach, granted Thompson the opportunity to go into business for herself.

The Northwestern Vehicle Leasing Company leases foreign and domestic vehicles including trucks and commercial equipment. A warranty program and insurance are also available.

Thompson, who needed no up front cash, had the responsibility of leasing her own office and taking care of other expenses related to the Seattle company.

A strong advocate of women in business, Thompson stated, "Most people are not comfortable with women in



Pictured above are Pat Thompson and Kathy Smith at the Northwestern Vehicle Leasing Company at 1139-34th Avenue, Suite C.

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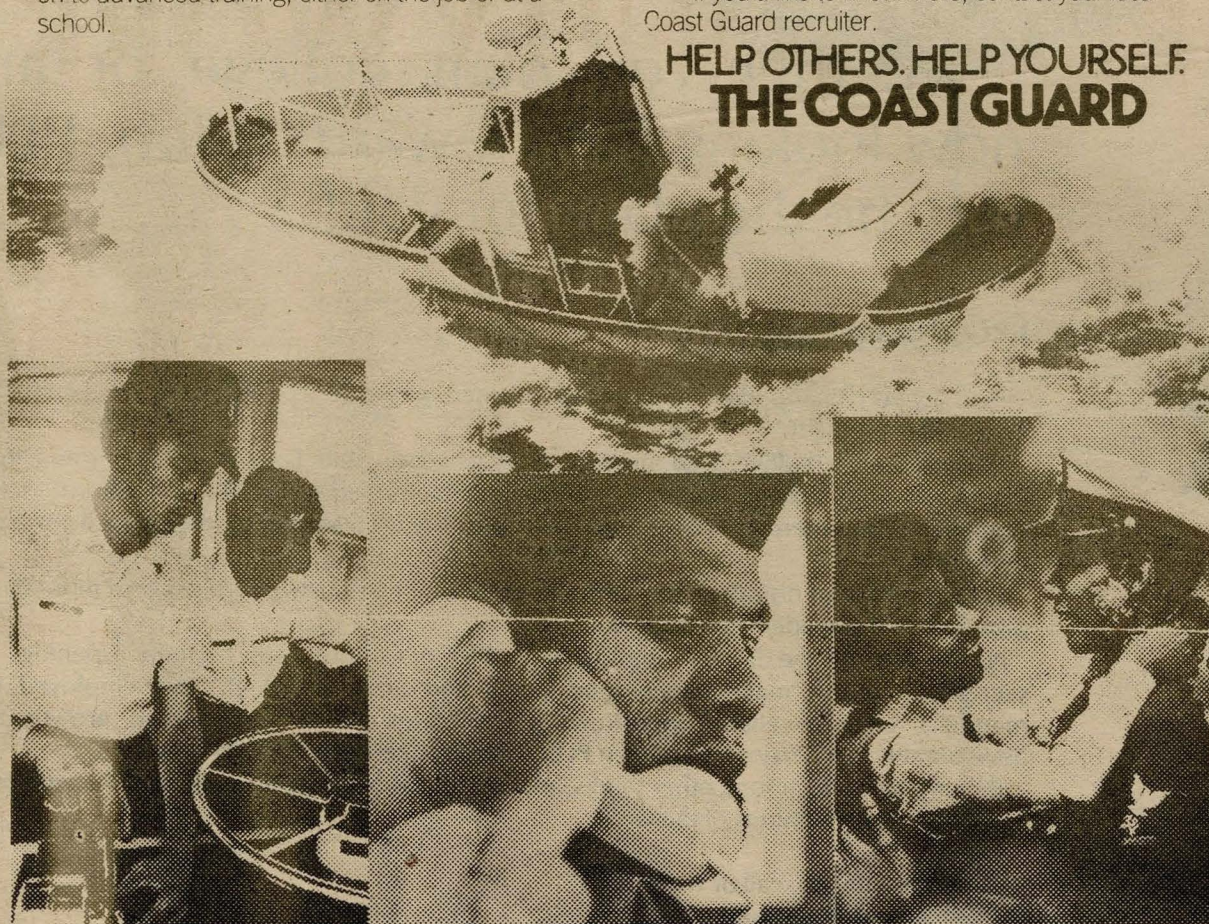
But when your job is done and you're off-duty, you're on your own. You can wear your own clothes, have your own car, keep up with your social life.

Good pay and good benefits.

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auto leasing. We either haven't been given the opportunity or we're afraid to take the chance."

She strongly advises minorities that the opportunities are there and they should make the best of them.

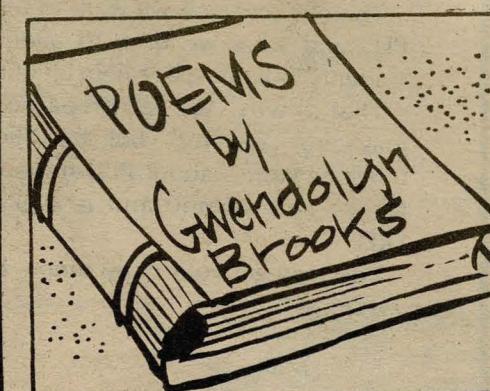
Thompson graduated from Franklin High School and attended the University of Washington. Her main goal was to study architecture but she became discouraged when she realized she would have to wait until her junior year to really get into her major.

She then entered a Teller Training program and began working at Seattle First National Bank. She also worked for Continental and Kemper Insurance Agencies.

"I always knew I was not destined to work for someone else for 20 years," stated Thompson, "And I received more education on the various jobs I've held than in school. I'm able to use the knowledge I acquired on those jobs to help me now," she continued.

Kathy Smith, a representative of the company for the Western Division, works along side Thompson in public relations and advertising.

Thompson recommends that young people keep their minds on things that are productive and always have faith and confidence in oneself. For Pat Thompson, all it took was faith and a phone call.



The first Black to win a Pulitzer prize for poetry was Gwendolyn Brooks in 1950.