

## Job Search Frequently Asked Questions

**Question:** What do I do if I do not have a telephone number?

*Telephone numbers.* Although cell phones are more common, many job seekers may not have a personal telephone. A *message phone number* is used when applicant does not have full-time access to a telephone. Since job offers often come by telephone it is important to choose a message phone number with care. Coach the person who is answering the telephone.

Supply the message phone owner with paper and pen to record messages. It might be helpful to have a clock to record time of day of the phone call and a calendar to remember the date of the call.

**Question:** I was told to list the schools I attended on the top of my resume. Why do you recommend placing them at the bottom?

If you have considerable job experience, that is more important than education. The employer wants to know what you can do. Your education may not necessarily fit your job skills. In this case *education credentials* go at the bottom of the resume. The most recent education is first. Be sure to include certifications or any specialized certificates. High school students may want to include their GPA, grade-point average, if it is outstanding.

**Question:** I am an older worker and I know that may count against me. What should I do?

If *age discrimination* is a problem, you may remove the dates. This may or may not be a risk. However, if you have a good resume and targeted cover letter, you still have a good chance of getting an interview.

**Question:** Do I have to give my Social Security number before I am offered the job?

You do not have to give your *Social Security number* on an application unless a prospective employer asks to pull your credit report. If you don't give permission for the credit report, you won't become a candidate for the job.

**Question:** My resume is crowded. Can I use abbreviations?

*Abbreviations* increase white space and make the resume easier to read. Be sure the employer will understand the abbreviations.

**Question:** There is no room on the resume for references. What do I do?

*References* can be listed on a separate page. They may not be necessary when you send your experience resume. If you get the interview, take names of references with you. Or you may want to give a reference on the cover letter. And if you are out of room, you do not have to say, references furnished on request. If you want the job, you will give the employer a list of references.

**Question:** Should I write *Resume or Vita* at the top of my resume?

*NO. Resume or Vita headings* on one page resumes are not needed. Why? They use precious space. When you attach your resume to a cover letter, you already told the reader it is a resume. Your name at the top of the page is all the reader needs to see before reading (probably scanning) your resume.

2002. Judith R. Urich, Family Resource Management Specialist

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