2-25-2009

Banner News

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Recommended Citation
Quinn, Hannah; VandeVenter, Craig; Roffman, Derrick J.; Knutson, Tiffany; Laraia, Greg; Meier, Shane; Ramirez, Roberto; Mitchell, Justin; and Hyman, Gabby, "Banner News" (2009). Banner News. 187.
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DMACC records huge increase in spring enrollment

DMACC—Des Moines Area Community College has set spring semester enrollment records in both head count, up 8.3 percent, and credit hours, up 8.94 percent, as more than 1,500 new students have enrolled in DMACC over the same period last year.

In official enrollment figures just recorded, DMACC enrolled 19,889 students taking 165,530 credit hours in the spring 2009 semester that began Jan. 12.

The spring 2009 enrollment record compares with 18,365 students enrolled last spring, up 1,524.

"It’s gratifying," said Rob Denson, DMACC president and CEO who attributed part of the growth to people returning to college to learn new skills. "More and more students are realizing that DMACC offers a great education at a great value. For quality and price no one can compete with DMACC," said Denson.

Although most of the enrollment growth is coming from Central Iowa, an analysis shows students from all over the state are either taking online classes or coming to one of DMACC’s six campuses.

While Denson acknowledged some space is getting tighter, the new Health Sciences Building on the Ankeny Campus and more online offerings are allowing for more capacity. "We intend to meet the need for student learning and employment preparation," said Denson.

"We will find room to grow to serve our students. An emphasis in hiring excellent faculty the past few years has kept classes sizes low, so students are receiving a personal connection with faculty that’s so important," he added.

There are also a number of new programs starting next year that will help meet the growing needs of Iowa, including: wind energy, electronic crime, pharmacology technology and optometric technology among others.

With many new partnership programs and articulation agreements, DMACC credits transfer seamlessly to four-year colleges and universities.

Academic Quality Improvement Program reviewers to visit campus

Hannah Quinn
Staff Writer

The Academic Quality Improvement Program (AQIP) will be coming to campus on March 25-27, 2009.

AQIP is a process through which DMACC goes through to assess whether or not the organization meets the Higher Learning Commission’s standards for continuing accreditation.

"AQIP’s goal is to infuse the principles and benefits of continuous improvement into the culture of colleges in order to assure and advance the quality of higher education,” said Margi Boord, associate executive of human resources.

On March 25, 26 and 27, DMACC will host a “Quality Checkup” as a part of the AQIP process.

"During the visit, a team of two reviewers from the Higher Learning Commission will conduct a review and provide critical feedback on the activities and initiatives we (DMACC) have put in place to meet our goals, and also on our commitment to quality improvement in all that we do," said Boord.

The reviewers will also meet with student representatives on Thursday, March 26 from 12:00 – 12:50 PM on the Ankeny Campus in Building 7 in the Oak and Maple Rooms. Students from other DMACC campuses will also be able to participate via an electronic video meeting.

"The purpose of the meeting is for students to provide reviewers feedback relating to their feeling about quality at DMACC,” said Boord.

Further information regarding the locations of the video meetings will be provided to students in the coming weeks.

Did you notice the change in temperature on campus?

"Oh really? I didn’t even notice."

- John Pendry

"No."

"No."

"Actually I did because I’ve had my coat on all day!"

- Andrew Cram, Anna Rinehart, Emily Young

"I didn’t know that."

- Nina Papiboune, Michelle Millers
‘The Meeting’

Craig VandeVenter
Editor in chief

Earlier this month students and faculty were entertained by a theatrical performance of “The Meeting.” The Meeting was an educational and entertaining play put on by Pin Points theatre Production Company based out of Washington, D.C. The play is based upon a hypothetical meeting with Dr. Martin Luther King Jr. and Malcolm X and what would have resulted from its occurrence.

The cast of the play consisted of Mark Duane Anderson as Rasheed, Malcolm X’s overly protective bodyguard. Ersky Freeman, who portrayed the leading role of Malcolm X and Shelby Wallace who portrayed Dr. Martin Luther King Jr.

The audience learned about the civil rights movement and happenings of the ‘60s. Freeman said, “The goal of our performance is to shed light on both views of violent and non-violent protests. I fall under the view of non-violent and share more ideals with MLK rather than X who I portray in the play.”

Wallace continues to play the role of MLK because he feels that too much of living history is being forgotten by students or sometimes not even taught to them at all. He said, “Kids will remember the things that you teach them, so it is our part to educate the ones that haven’t been taught about the struggles of the civil rights movement.”

Collectively, both Wallace and Freeman believe that violence is closely related with self-defense and should only be considered as a last result.

Jeff Stetson wrote “The Meeting.” Stetson later received numerous awards and nominations such as a Louis B. Mayer Award, eight NACCP Theater Awards and six AUDELCO nominations. Actors from Pin Points Theatre from Washington, D.C performed the play.

Rita Davenport, counselor on the Boone campus, said, “It was a really good turn out of both faculty and students. The play was a success at bringing Black History Month awareness to the Boone campus as well as to the Boone community.”

One student attends
Student Activities Council

Derrick J Roffman
Page Editor

Student Activities Council is DMACC’s student government that’s function is to promote college spirit.

You can thank them for all of the activities that you see in the Courter Center like the video games and hypnotists. All of the activities that you get to enjoy are thought up or approved by a body of students.

As of this point in time, however, there is no president or student body governing the SAC.

At the last meeting of the SAC on Friday, Feb 13 only one person came to participate in the meeting to help decide how money was going to be spent.

Donna Edinger-Henderson, a nursing student said she likes the activities that the SAC puts together because, “It’s kind of nice, it’s like someone planned something just for you.”

Steve Krafcisin, SAC advisor and head women’s basketball coach couldn’t make the meeting, so assistant basketball coach, Angie McGee, ran the SAC meeting.

“There is no president,” said McGee.

When asked what is the hardest part about getting students involved, McGee said, “Getting people committed is the hardest thing.”

When asked if it was hard to get ideas for activities McGee replied, “No, people come up to me in the hallway randomly to give me ideas.”

The way the SAC is currently set up, it appears that someone makes a list of activities they’ve done before or have been thought up by someone and a few students agree to them.

Unless more students attend these meetings it would seem there is going to be a student body of one controlling how money is spent on student activities.
LendAround is Netflix meets Facebook

Hannah Quinn
Staff writer

LendAround.com is a social site that allows you to lend and borrow DVDs with friends in a secure network. It is similar to other sites such as Zanafish, but LendAround thinks it is different. It’s not trading, it’s lending and borrowing so it doesn’t have to be a two way street, according to LifeHacker.com, a web blog about new and upcoming software. It’s also a social site, so you can only view DVD libraries with friends so it’s safe, legal, and most importantly, it’s permanently free.

“I think it’s a good idea with the economy being so bad and everyone wanting to save money and not going to movies or buying DVDs,” said Taylor Johnson, 19, of Urbandale.

Once you are a member, it is simple to get started. First, you make a list of the DVDs that you own and the ones you are looking to borrow. Next, you make a list of your friends and contacts using email addresses or a Facebook application, and when your “wish” matches your friend’s stuff, LendAround automatically sends them a request.

LendAround even offers downloadable, preaddressed labels and wrappers for mailing DVDs.

So what’s the downside to a system like LendAround?

“It’s too much of a hassle to mail DVDs (through Netflix), and this is the same deal,” said Lauren McDonald, 23, of Ankeny.

As of now, LendAround is a closed beta, but there are 1,000 invitations to the first to show interest at LendAround.com/LifeHacker.

In addition, Jacqueline Guillian, marketing and communications director of LendAround, has set up an email address that will give readers of the Boone Banner News priority access to join. Anyone who would like an invitation should email boonebannernews@lendaround.com with a list of your favorite movies.

New Pell Grant funds will soon be available for DMACC students

DMACC Part of the new $787 billion Federal Stimulus package that Congress passed and President Barack Obama signed into law today includes more money for Federal Pell Grants. The result will help thousands of Des Moines Area Community College students.

The Federal Pell Grant program provides need-based grants to qualifying college students. The program is designed to promote greater access to postsecondary education for low-income individuals. The grants don’t have to be repaid.

“This is welcome news,” said Rob Denson, President of DMACC. “The economic downturn is hurting many of our students, particularly those from low income households. So, the additional Pell Grant funding will help many DMACC students pursue graduation and new careers. That’s good news for all of Central Iowa.”

The stimulus legislation provides for slightly more than $17 billion for Pell Grants. This year the maximum Pell Grant is $4,731 per student, per year. That amount would go up to $5,350 per student next year (2009-10 school year) and $5,550 in 2010-11.

The number of DMACC students receiving Pell Grants has increased over the past several years. In the 2005-06 school year, 4,018 DMACC students received $8.6 million in Pell Grant funding. Last year that rose to 4,865 DMACC students receiving $11.6 million in Pell Grants.

“The additional Pell Grant dollars we received our students offset the rising cost of tuition. For the highest need students the grants have helped pay only with tuition but with books and other related educational expenses. It’s kept many of them in college. The new increase has come at a very opportune time. Pell is a very important resource for students,” said Delores Hawkins, director of DMACC Financial Aid.

She said now is the time to begin applying for financial aid, including applications for Pell Grants.

Walk to cure juvenile diabetes

Greg Laria
Assistant Layout Editor

The annual Walk to Cure Juvenile Diabetes is coming up fast. The Walk is on March 7, 2009 at 8 a.m. in the skywalks downtown. Each year the Juvenile Diabetes Research Foundation sets up the Walk To Cure Diabetes for the Central Iowa Chapter. Jenny Howesw, Special Events Coordinator for Iowa’s JDRF chapter, said “Things are going great as we are in the homestretch of our Walk preparations! Our volunteer Team committee has the fun and activities of the day all lined up. We’ll have face painting, giant slides, bungee-run, bounce houses, refreshments and entertainment all morning.”

The whole point of the Walk to Cure Diabetes is to raise money to help find a cure for Juvenile Diabetes. There currently is no cure for Juvenile or Type 1 Diabetes. The Greater Iowa Chapter sets a monetary goal for each walk. The monetary goal for this year’s walk is $1.64 million. This money all goes towards searching and fighting for a way to cure Juvenile Diabetes.

Getting involved with the Juvenile Diabetes Research Foundation is a way to help participate in a cause that helps millions of people. Currently an estimated 3 million people suffer from Type 1 Diabetes. Anybody can get involved with the JDRF.

Jenny Howesw suggested, “There are many teams that Walk that don’t have a direct connection. They just do it to be more involved the community events, to make a difference or just get out and exercise! There is no registration fee to walk, but people can just register online at www.jdrf.org and do a quick online pledge campaign. If you raise $100, you earn a JDRF Walk t-shirt. Just think, that is asking just 10 people for $10!"

Students are encouraged to complete the financial aid process by filling out the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as soon as possible.

• To acquire a Personal Identification Number (PIN) go to www.pin.ed.gov. If you are a dependent student, your parents should apply for a PIN so that they can electronically sign your FAFSA.

• When you file online be sure to list DMACC Title IV school code; 004589; all campus locations should use this code.

• Visit the DMACC financial assistance web site at www.dmacc.edu/financial.asp for step-by-step instructions.

DMACC will process financial aid applications continuously throughout the year. To ensure that you receive a priority package, and that all of your aid is available to credit to your account the beginning of Fall term 2009, you should apply no later than April 1st. If you cannot complete your application prior to the April 1st priority deadline, DMACC’s District Financial Aid Office will still process your application for financial aid and consider you for all available funding.

Phi Theta Kappa collects donations for Boone fire victims

Tiffany Knutson
Contributing Writer

Phi Theta Kappa, the international honor society of the two year college organized a fundrais-er to help those victims displaced by the blaze in downtown Boone several weeks ago. The goal of this fundraiser is to collect enough donations to get them back on their feet and on with their lives.

On Tuesday, Feb. 3, fire engul-fled a portion of the 800 block of Story Street in downtown Boone. One man died of asphyxia due to smoke inhalation, and several others escaped with their lives. Most who escaped lost everything.

Boxes located around the ground floor of campus are for donations of non-perishable food items, personal care items, and other items the victims may need. If you wish to donate clothing, shoes, or money, please contact Tiffany Knutson at taknutson1@dmacc.edu.

Snickers Alive
Wednesday
Feb 25
Courtier Center
11 a.m. - 1 p.m.

NEW CHINA
Restaurant
Lunches Dinners Carry Outs
432-8089
716 Story, Boone, Iowa 50036
Manager: Kent Mui

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Artists help students make clay leaves for campus sculpture

Shane Meier
Staff Writer

When walking around the Boone campus, students sometimes notice the lack of artwork on display, but Phi Theta Kappa is attempting to change all that by sponsoring the construction of a sculpture of a tree, which will sit in front of the Boone campus.

To help build the sculpture, Phi Theta Kappa invited students to create clay leaves, which will be placed on the tree.

“The trees are made out of [a] metal grid [the] leaves are wired on,” said Ryk Weiss. Ryk Weiss and his partner, Pam Dennis, were hired to create the tree and oversee the clay leaf making by the students.

When asked why they decided to include the DMACC students in the creation of the leaves, Tiffany Knutson president of Phi Theta Kappa replied, “[It] gives them a connection to the project.”

The tree sculpture, complete with clay leaves, will eventually stand in front of the Boone campus.

To create their leaves, students were given a slab of clay in which to create their clay leaves, and two tools: a knife to trace the outline of the leaf and a nail to poke two holes where the leaf will be attached to the tree.

After they were done with that, they were given a number of tools ranging from a comb to French curves to decorate their clay leaves.

After they were done decorating their leaves, students and faculty placed their completed clay leaves on top of two clay balls in order to give them a natural feel.

A wide range of students and faculty participated in creating the leaves. Assistant provost Brian Green jokingly said that art was his major.

Phi Theta Kappa President Knutson and Craig Vandeventer, Banner News editor, enthusiastically worked on their leaves while carrying on a conversation.

Philosophy instructor Tammie Foltz said she had no art talent in response to Ryk Weiss, who replied, “Don’t worry we’ve had fifth graders who do this.”

Mary Beth Hanlin, biology professor, (left) picks out her tools with help from the artists.

Photo by J Parry

Craig Vandeventer, Banner News editor, stops by to make his leaf.

Photo by J Parry

Samples from students, faculty and staff show the different kinds of leaves that will eventually go on the metal tree sculpture for the Boone Campus.

Photo by J Parry
Lining the Courter Center were colleges from Iowa and the Midwest ready to talk to students about their future plans.

Photograph by Shane Meier

Nancy Woods, Iowa Regional Coordinator of Phi Theta Kappa, speaks at the Phi Theta Kappa convention held on the Boone Campus last week.

Photograph by J Parry

Toni Linberg, newly elected president of Phi Theta Kappa for the Iowa Region, is a DMACC student on the Carroll Campus.

Photograph by J Parry

Phi Theta Kappa Regional Officers 2009-2010

Iowa Regional President
Toni Linberg, Beta Theta Xi, Des Moines Area Community College, Carroll

Northwest Regional Vice-President
Linda Mui, Tau Phi, Des Moines Area Community College, Boone

Northeast Regional Vice-President
Jennifer Gehrls, Alpha Iota Omega, Ellsworth Community College

Southwest Regional Vice-President
Paula Mills, Beta Epsilon Eta, Des Moines Area Community College, Ankeny Campus

Southeast Regional Vice-President
Stephany Brown, Alpha Theta Beta, Clinton Community College

A new position was also announced for 2009-2010

Secretary to the Department of State
Bishar Moussa

The Tau Phi Theta Chapter Welcomes students to the Phi Theta Kappa Spring 2009 Membership

Felicia Albaugh
Shawna Allen
Jacob Astor
William Barker
Danielle Boeke
Amber Bowers
Darcy Christensen
April Cochran
Robin Cornelius
Jennifer Doak
Micah Duncan
Teisha Hartle
Megan Hassebrock

Kimberly Holliday
Craig Jimerson
Jason Jones
Melissa Knutson
Tiffany Knutson
Nicole Koster
Heidi Manken
Nicholas Marquardt
Garret McGrawne
Kelsie Milburn
Megan Mohr
Linda Mui

Henry Price
Alicia Roth
Hallie Sarte
Kari Saunders
Timothy Schafer
Margaret Schutte
Kara Sickau
Jo-el Sprecher
Korey Williams
RaShel Woebke
Ryan Woods

Upcoming Events: March 11 Trip to Capitol, leave at noon ‘til 4 p.m.; March 29 Disaster Training 1-5 p.m. Boone Campus; March 28 Food Drive Ames/Boone
WPA: An old solution to today’s economic woes

Shane Meier
Staff Writer

The current economic woes have sparked debate on what must be done to rescue the economy. What people are overlooking is that if we want to solve the current problem, we must look to the great depression for answers. We must look at what worked back then to find solutions to today’s problems.

The primary problem we are dealing with is that people aren’t spending money and, as a result, corporations are downsizing. The end result of this is that people are being laid off and they are not able to find new jobs. Despite knowing this, however, the government’s methods to recover the economy are incorrect. Their stimulus bills are only attacking a symptom rather than the cause. People given the current economic strain are likely to save money rather than spend it like the government intends.

If the government really wants to solve the current problems, it should be attempting to reinstate the Workers Progress Administration.

The WPA was an agency that was part of President Franklin Delano Roosevelt’s New Deal program of the 1930s. It was unique in that rather than just handing out money to people it instead provided employment to unemployed people affected by the depression. The WPA was started in 1935 with then Secretary of Commerce Harry Hopkins as head. At its height, the WPA was able to employ 8 to 8.5 million of the 11 million unemployed and conducted 1.4 million projects, largely aimed at building the nation’s infrastructure. The project did have its problems, namely that it was expensive. The project in total cost the government $11 billion in total back then and was at times accused of being too socialist. These drawbacks are worth it because, let’s face it, do you really believe that handing out money is really going to solve anything? Wouldn’t you rather have your taxpayer’s dollars go to something that might actually work?

Furthermore, I firmly believe that people want to work and pay their way; after all, like Harry Hopkins said in defense of the program, “Give a man a dole and you save his body and destroy his spirit. Give him a job and you save both body and spirit.”

Horoscopes

Aries: This week you should keep your pet indoors or it will become the main course at a restaurant.

Taurus: You know that they say there’s a person out there just like you. Be careful not to get mistaken for them.

Gemini: Be on guard this week for the way outs. These guys are aliens from way way out. Be on the lookout for the way outs.

Cancer: You have been lost lately unsure of what to do, but don’t worry for a wise Rabbi will show you the way.

Leo: Tristem says that clowns are evil avoid them at all costs.

Virgo: This week you will meet a man named Flay, he is the man who did the stunts for the 1960’s Batman show and as such refers to his house as the flay cave.

Libra: Be sure to lock your doors this week for two men are going to tie you up while you sleep put you in a crate and mail you to Vladivostok.

Scorpio: Tristem says you should stop worrying about little things and focus on the big picture.

Sagittarius: Do not go outside tonight if you hate cats because the sky is going to rain down with them.

Capricorn: Someone has been stalking you lately but do not fear it’s just an artist wanting to paint you.

Aquarius: Despite what you saw in that Loony Tunes cartoon if you run off that cliff you will fall even if you don’t look down.

Pisces: If you are ever chased by armed thugs remember to dive into water and you will be safe.
Jordan Young

Justin Young

Jordan Young also a step forward on getting no-
ticed by Division I school scouts so he could also accomplish ex-
tending his student athlete career and a deeper education for his
future plans.

Both grew up in Sacramento, Calif. and moved to Parkersburg,
Iowa for what was a huge culture shock that actually never stopped
them from developing their skills. That move brought them success
noticed by DMACC scouts; this led to their letter of intent for Jus-
tine and Jordan to come play for the Bears.

Their success in sports is one to admire looking at the fact that
Justine is the older one by only 4
hours, and the differences in per-
sonality and skills between the
two given on how close they are
family wise.

Knowing that soon they might separate for different
schools is not a thought that they
enjoy talking about but acknowl-
edge it could be the best for their
athletic and college careers.

Bears Trump Tritons

Greg Laraia

Assistant Layout Editor

On Feb. 11 the DMACC Bears (12-3) attacked the Iowa Central Tritons (13-4) and won 56-49.

The game started out very close. It was back and forth for the whole first half. The score at halftime was 28-27 Iowa Central. As close as the game stayed, the first half was also very physical. The Bears had 18 personal fouls throughout the whole game.

This aggressiveness is what kept them neck and neck with the Tri-
tons. Marni Jacobson helped out the Bears a great deal by scoring 13 points. Keisha Dotson and Ciera McGaughy also scored a handful of points by obtaining 9 points each to lead the Bears to victory over the Tritons.

The second half of the game was where the Bears really took charge. The score for the second half was 29-21 Bears. By the end of the game the Bears had pulled ahead to triumph the Tritons with a final score of 56-49.

Jordan added a double-double with 14 points and a team high

Bears stay on fire

Justin Mitchell

Sports Writer

The Bears seem to have hit their peak at the right time. With their eight wins in nine tries the Bears (22-5) are hitting on all cylinders. With great production from the starting 5, energy off the cylinders. With great production Bears (22-5) are hitting on all

Krafcisn said.

Player's picks

Reported by Roberto Ramirez

<table>
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<tr>
<th>Player</th>
<th>Movie</th>
<th>Actor</th>
<th>Color</th>
<th>Cheese</th>
<th>Idol</th>
<th>Pro Team</th>
<th>Book/Magazine</th>
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<td>DeMarcus Dorne</td>
<td>Decagon Basketball</td>
<td>#7</td>
<td>Paid in Full</td>
<td>Al Pacino</td>
<td>Green</td>
<td>Swiss</td>
<td>Duke Brother</td>
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<tr>
<td>Brittany McCowen</td>
<td>Basketball</td>
<td>#2</td>
<td>My best friend's girl</td>
<td>Dave Cook</td>
<td>Orange</td>
<td>Swiss</td>
<td>Michael Jordan</td>
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<tr>
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<td>Basketball</td>
<td>#2</td>
<td>Remember the Titans</td>
<td>Deryl Worthington</td>
<td>Red</td>
<td>Provolone</td>
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<td>#7</td>
<td>Love and basketball</td>
<td>Kate Husker</td>
<td>Champagne</td>
<td>Pepper Jack</td>
<td>Dad</td>
</tr>
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Ward has missed the entire season and besides showing support by cheering her team on at games and practice, she helps out by filming the home games.

Daniels took McGaughy’s place in the starting lineup after her injury before suffering her own ACL misfortune. She will

miss the remainder of the season and has played in 17 games while averaging 6.9 points and 3.8 as-
sists per game.

Head coach Steve Krafcisn believes that while injuries are never good they can sometimes have a positive effect. “The inju-
ries have made people step up and the team bond. They have made players assume bigger roles,” Krafcisn said.

The Bears are 22-5 this sea-

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The Bears seem to have hit their peak at the right time. With their eight wins in nine tries the Bears (22-5) are hitting on all cylinders. With great production from the starting 5, energy off the bench, stifling defense, and domi-

They have made players assume bigger roles,” Krafcisn said.

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Bears Trump Tritons

Greg Laraia

Assistant Layout Editor

On Feb. 11 the DMACC Bears (12-3) attacked the Iowa Central Tritons (13-4) and won 56-49.

The game started out very close. It was back and forth for the whole first half. The score at halftime was 28-27 Iowa Central. As close as the game stayed, the first half was also very physical. The Bears had 18 personal fouls throughout the whole game.

This aggressiveness is what kept them neck and neck with the Tri-
tons. Marni Jacobson helped out the Bears a great deal by scoring 13 points. Keisha Dotson and Ciera McGaughy also scored a handful of points by obtaining 9 points each to lead the Bears to victory over the Tritons.

The second half of the game was where the Bears really took charge. The score for the second half was 29-21 Bears. By the end of the game the Bears had pulled ahead to triumph the Tritons with a final score of 56-49.

Jordan added a double-double with 14 points and a team high

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Resume and Cover Letters: Do’s and Don’ts

Gabby Hyman

You can make your job search easier if you format your resume and cover letters with care. Even recruiters for entry level jobs are looking for polished resumes and letters that demonstrate your ability to communicate as well as present your current skills.

Here are five key do’s and don’ts that can make or break the success of your job search.

Never consider sending out a resume or CV without an accompanying cover letter. You can find sample resumes online that match your career goals, from resumes that highlight your skills to those that present a chronological overview of your experience.

But if you submit a resume without a cover letter, your potential employer may toss it away. Recruiters don’t want boiler plate resumes before a human being reads them.

Always make sure that your resume contains key words that pertain to the precise position for which you’re applying. Many employment departments scan and toss resumes before a human being reads them.

Always Proof-read your resume or CV with exacting care.

2. Use action verbs and keep your sentences short with correct punctuation.

Five Resume Tips

Make sure that your resume contains key words that pertain to the precise position for which you’re applying. Many employment departments scan and toss resumes before a human being reads them.

1. Make sure that your resume contains key words that pertain to the precise position for which you’re applying. Many employment departments scan and toss resumes before a human being reads them.

2. Use action verbs and keep your sentences short with correct punctuation.

3. List accomplishments, metrics, numbers of people supervised, and dollar amounts attained.

4. List college experiences that show leadership or experience (arts, athletics, organizations, government.)

5. Summarize your qualifications and objectives.

Never omit dates and locations of education or work experience.

Provide a list of references. Your future employer may ask for them later.

Cite your salary expectations. (That’s leading with your chin.)

Go over two pages.

Include excessive amounts of personal data. No one needs to know where you vacationed, the name of your favorite rock bands, or what kinds of food you eat. A resume is not a social networking page.

Above all else, recruiters say, be sure your cover letter and resume represent the work of a careful communicator. To that end, it should be concise, clear, focused, and free of typographical errors. Good luck!

About the Author

Gabby Hyman has created online strategies and written content for Fortune 500 companies including eToys, GoTo.com, Siebel Systems, Microsoft Encarta, Avaya, and Nissan UK.

Five Cover Letter Do’s and Don’ts

A good cover letter demonstrates your ability to summarize your skills and experience and map them directly to the job for which you’re applying.

Always

1. Name the position that you’re applying for by name and job number.

2. Indicate how much you know about the company and why you’re a good match for employment.

3. Show how your skills or classes have prepared you for each requirement.

4. Embellish briefly on resume points that fit the opening to a tee.

5. Tailor your cover letter for each separate employer.

Never

1. Discuss why you need the job, financially or as a resume builder.

2. List information that the employment office can easily find on your resume.

3. Address the letter to the company. (Write to the hiring manager, HR professional, or recruiter.)

4. Send a letter without proofreading it carefully. Do not trust auto-correct or spelling tools on your software.

5. Use casual phrases or conventions that might be acceptable when text-messaging friends.

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