



NANCY DUFOUR, continuum coordinator at Schoolcraft College, registered Karen Taylor of Livonia for the Women's Opportunity Fair in the SC gymnasium Friday. (Observer photos by Harry Mauthe)



WOMEN ATTENDING could find plenty of opportune ideas among the rows of employment, education, volunteer and club representatives.



ATTORNEY DOROTHY SMITH of the U.S. Office of Equal Employment Opportunities told fair participants about their rights on the job.



MRS. PEG SANBORN, Schoolcraft's business co-op coordinator, gave them some practical hints on how to get that job. (Photo by Dave Heinzman)

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SMALL NATHANIAL Hollenbeck found his best relaxing opportunities under an extra table while his mother, Dawn, made the rounds of information-gathering.

Opportunity Knocks At Fair

By MARGARET MILLER

When opportunity knocks, . . . be ready to accept. . . be positive, be versatile, know your rights, be sophisticated.

The advice comes from the Women's Opportunity Fair that filled the Schoolcraft College gymnasium and adjoining classrooms Friday.

Some 200 women - students and visitors from the community - had a chance to gather information on educational employment, community service and organizational opportunities.

Hanging along long tables set up in the gym, they could pick up pamphlets about a variety of opportunities of interest.

Represented were colleges and universities, particularly their extension divisions and

the Michigan State University Cooperative Extension Service.

Volunteer organizations, including the Children's Hospital, the Arthritis Foundation, 35th District Court probation department, the Michigan Cancer Foundation and the Girl Scouts and Camp Fire.

Girls also were on hand to tell women about the opportunities they offer.

In addition, several organizations, including Livonia and Plymouth branches of the American Association of University Women, the Redford Housewives Club and the Schoolcraft chapter of the National Organization of Women had tables set up and literature to distribute.

"The women who left the gym for an adjacent classroom heard several speakers dispensing specific informa-

tion on using the college's employment service, knowing their rights as employed women, increasing their self-understanding and the all-important business of getting a job.

Mrs. Peg Sanborn, Schoolcraft's business co-op coordinator, gave the opportunity seekers a business-like run-down on the steps to job-hunting.

Other speakers were Ronald Monfette, Schoolcraft director of placement, Jean Pike, counselor and instructor in the college's human potential seminar course and Dorothy Smith, representing the U.S. Equal Employment Opportunity office.

"Be sophisticated about going after a job," Mrs. Sanborn advised the women.

"First, put together a resume. It should include per-

sonal facts about you, name, telephone number, age, marital status, number of children, social security number.

"Then give your qualifications for the job for which you are applying, listing your education and previous employment and starting with the most recent.

"Point out the thing about you that qualifies you for the job, and be positive about it. If the job is retailing, mention previous work or courses that have helped you work well with people."

Former jobs, she added, should be mentioned going back at least five years, and only the major ones need be listed.

References should be listed with telephone numbers "to make it easy for the employer to get in contact with

them," she said. The reason for making a resume, Mrs. Sanborn said,

is that it organizes information.

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AAUW Readies Book Sale



BOOKS BY THE CARLOAD are being sorted and marked by members of the Farmington Branch of the American Association of University Women in preparation for the branch's annual book sale, Sept. 27 to 29 in the Livonia Mall. Many varieties of hard-cover and paper-back books and magazines will be on sale at reduced prices during the three-day

9 a.m. to 9 p.m. event. Rare books will be sold at auction. Proceeds will be donated to the Farmington Public Library and to a fellowship fund set up by the AAUW to aid women scholars continuing graduate studies. At work on the sorting in the new library on 12 Mile are (from left) Nancy Davis, Perle Briggs, Nan Goshorn and Nancy Stiminek. (Evert photo)

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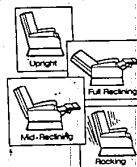
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