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TEST HTML - Ashworth University April eNewsletter

1 message

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Dear Ellen: Welcome to the monthly **Ashworth Insider!** Here you'll find school news, student views and career tips to enhance your education and enrich your life.



FEATURE ARTICLE

Easy Ways To Improve Your Resume

A small goof on a resume can cause your resume to end up in a big trash bin. Make these simple changes and increase your chances of being seriously considered:

1. **Spell-check and friend-check.** Your PC's spell-check program is a great help but don't rely on it exclusively. Have a friend review your resume word for word and look for grammar and spelling errors.
2. **Be truthful.** Don't exaggerate your experience, job

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titles, responsibilities or anything else for that matter. The truth will certainly be uncovered, especially through the increasingly more common practice of background checks.

3. **Keep your resume to one page.** For most people this is sufficient. Use your cover letter to expand on your accomplishments and capabilities.
4. **Make it professional.** No smudges or accidental pen marks. Plain white or cream paper is best. Don't use fancy stationery or bright paper colors. This distracts recruiters from reviewing your skills.
5. **Maintain a logical, consistent format.** Whether you use a skill-based or chronological format, maintain consistency. If you list "achievements" in one job, list "achievements" for all jobs. Organize the information from most recent to earliest experience and education.
6. **Mention references or portfolio.** If you have references or a portfolio, mention that these are available "upon request".

Not an [Ashworth](#) Student? [Enroll online](#) now and save \$100 off your tuition. Offer expires May 31, 2008.

TIPS AND TRICKS

Ten Keys To Job-Hunting Success

Keep The "I" In Interview

From the moment you shake hands with the interviewer to signing your name on the follow-up letter, don't be afraid to be who you are. Yes, make an effort to show your strengths, but never put on airs or stretch the truth. It is YOU who will get the job -- not an image you are trying to portray. Your confidence in yourself -- and liking yourself -- will shine through and make all the difference.

Got a job-hunting tip? Let us know! [Click here.](#)

Ask The Experts

Can social networking help me find a job? Absolutely! Professional recruiters have begun reaching out for job candidates on sites like [MySpace](#) and [Facebook](#) -- and the rapidly expanding [LinkedIn](#), a popular business networking site. And this doesn't include all of the job search boards and

JOIN OUR COMMUNITY



Connect with other students and teachers by joining the Ashworth [MySpace](#) and [Facebook](#) groups. Check out our [YouTube](#) channel and [Flickr](#) photos, and our new [Student Forum](#).

LET US KNOW...



Want to share your opinions, advice and success stories with other students worldwide? Send us your thoughts. [Email editor.](#)

FEATURED RESOURCES



Online Resources You Can Use

[Occupational Outlook Handbook](#) - Get up-to-date facts on hundreds of careers, including:

- training and education
- earnings expected
- job prospects
- what workers do on the job
- working conditions

[Gas-Saving Tips](#) - The national average price of a gallon of **gas** is **nearing \$4**. These tips will

discussion forums you can join to post your resume.

These sites give you the opportunity to market yourself online by setting up profiles detailing your work history and specific skills. The profiles often give recruiters a more well-rounded view of candidates than they can get from structured online applications and questionnaires. [Read more...](#)

SCHOOL SCOOP

Late-Breaking News

Ashworth has received official acceptance to participate in the Delta Epsilon Tau Honor Society.

Graduates with a GPA of 3.5 or higher will be honored with a nomination for membership in the DET, which bestows its distinguished members with exclusive benefits.

DET membership will certainly impress prospective employers and college admissions offices. Details coming soon!



Announcing Our Expanded Master's Degree Program

Ashworth University is proud to introduce an expanded new roster of master's degree concentrations. For instance, we now offer an MBA in your choice of International Business, [Human Resource Management](#) and [Health Care Administration](#). If you have already earned a [bachelor's degree](#), a [master's degree](#) is your next step. Move ahead now: in a competitive job market, a graduate degree will set you apart and pave the way for greater success. **For details call 800.957.5412.**

COMMUNITY

Meet Our Staff

Tammy Barnes, Education Services Supervisor

Tammy Barnes is entering her 11th year with Ashworth University. She started as a [medical course](#) tutor,



help keep more money in your pocket than in the gas tank.

GRADUATION 2008



HURRY! The registration deadline is: June 30, 2008

If you're planning to attend the 2008 Ashworth Graduation Ceremony, then you must register to participate.

For details [click here](#) or call 800.224.7234.

Introducing Our 2008 Graduation Speaker

Michael P. Lambert will deliver the commencement address for our 2008 Ashworth Graduation Ceremony, **scheduled for August 9 at 1:00pm.**

Lambert is the Executive Director of the Distance Education and Training Council (DETC), Ashworth's accrediting agency, where he has served since 1972. Mr. Lambert has taught, written and lectured widely on distance education and accreditation and serves on numerous advisory boards. His awards are impressive. Among others, he has earned the U.S. Army Commendation Medal, the DETC Distinguished Recognition Award and the European Association for Distance Learning's "Roll of Honour" for his lifetime contributions.

began supervising graders and is now Education Services Supervisor. In this capacity she directs the activities of 40 customer service reps.



She monitors incoming medical transcription course lessons, assists tutors, posts lesson grades and acts as the liaison between the [medical transcription](#) instructor and students. Ultimately, she is a troubleshooter who sorts things out--and a cheerleader, too. [Read More...](#)

STUDENT SPOTLIGHT



Design Contest Winners Announced

And The Winner Is...

A student in our [Master's Degree program](#), Virginia Bermudez of Tennessee, won Grand Prize in our Graduation Ceremony Design Contest. Her design, featured here, will appear on [graduation](#) promotional materials. Virginia's inspiration came from seeing Ashworth as the start of a "new beginning for me, with a new mind and a better self, a better mom and a better wife and of course a better professional." Virginia is a Visual Communications Developer for Electrolux.



First place winner Kelly Mergens of California is a graduate of our [Forensic Science course](#). The mother of two teens and married 22 years, Kelly looks forward to a career as a forensic phlebotomist.

See all winners. [Click here.](#)

My Success Story

"Before I embarked to study with Ashworth University, I was a bit skeptical that I might not be able to complete the course and that it would be a useless endeavor. But I soon realized how wrong I was in my thinking.

"Truly, Ashworth University has helped me achieve my dream. Upon completion of the [Forensic Science course](#) I have the confidence to enter the forensic world using my knowledge. Finally, I would like to thank the university staff, especially the administration and my assorted professors. Go big, Ashworth University!"

Michael L., West Virginia

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