



A Writer's Words, An Editor's Eye

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Thank you for your interest in my resume-writing services. If you would like to know more about my experience, review the attached resume and visit my Web site, [A Writer's Words, An Editor's Eye](http://www.lillieammann.com). You may want to read a series of three posts on Job Search, beginning with [How to Write an Interview-Winning Resume](#). The posts on cover letters and interviews are linked from there.

- ◆ Understand that the resume is a sales tool to convince the hiring manager to interview you. The interview is a sales tool to convince the hiring manager to hire you.
- ◆ The better the information you provide, the better the resume will be. See page 2.
- ◆ We will follow this process to create your resume:
 - I can use an old resume as a basis for the new one. If you do not have a resume, you can send me information in the body of an e-mail or as an attachment.
 - Depending on the information you provide, we will need to talk by phone before or after the first draft so I have a good understanding of your skills, attributes, and goals.
 - I will write the information in an appropriate resume format and in a way that showcases your talents, but you have to provide the information.
 - I will create a draft to send to you for approval. You can respond to the draft by marking changes on the document itself (preferably using Word's Track Changes), sending me notes in an e-mail, or discussing by phone.
 - I will revise the draft and return to you. We will repeat this as many times as needed until you are satisfied, at which time I will send you a file with the final copy.
- ◆ One of the most important items is a profile or summary at the beginning of the resume. This is where you need to “toot your own horn” and summarize how you can benefit the employer.
 - Make a list of the experience and attributes that would make someone want to hire you. This should include both skills and attributes such as dependability, analytical thinking, teamwork, leadership, etc.
 - If you have a hard time coming up with attributes, think of things that other people admire about you and compliment you on, things that have been recognized by your bosses in evaluations.
- ◆ In addition to listing your employer, job title, and description of what you did, the employment history should emphasize your job accomplishments.
 - Think of positive results you have achieved, and try to quantify them as much as possible (dollar amounts, percentages of changes, numbers of people, etc).
 - Accomplishments will be written in sentence fragments beginning with an active verb. I need to understand what you did, not just what your job title was.
 - Don't worry about how to describe your achievements—just know what accomplishments you want to emphasize.
- ◆ My normal hourly rate is \$80 to \$100, depending on the kind and size of the project, with a two-hour minimum. I require a deposit of \$160 to begin work.
 - Resumes typically take 3 to 8 hours, depending on how much work experience and education you have as well as the amount and format of the information you provide.
 - Payment may be made by check or PayPal.
 - The balance is due upon completion of the resume.

Items to Include in Your Resume:

(Note: section titles can vary; two or more items can be combined in a single section; and some sections will not apply to every resume. This listing is provided to help you gather the information that is appropriate for your resume.)

- ◆ Contact information, including address, phone numbers, and e-mail address (You may want to set up a temporary e-mail address for the job search to protect the privacy of your primary e-mail address online—you can set up free e-mail accounts at Web sites such as gmail.com, yahoo.com, and hotmail.com. Use your full name or initial(s) and last name, not a cute, personal address.)
- ◆ Profile or Summary
- ◆ Employment History, including names and locations (city and state) of employers, dates of employment (years or months and years), and accomplishments—history may be listed chronologically or functionally, but all information is required in either format
- ◆ Education and Specialized Training, such as training provided by a previous employer
- ◆ Licenses and Certifications (if applicable)
- ◆ Special Skills and Accomplishments, such as software used, equipment maintained, writings published (if applicable)
- ◆ Awards and Honors (if applicable)
- ◆ Professional and Community Involvement
- ◆ The following are good sources for information to use in your resume:
 - Employment records from previous employers
 - Job descriptions from previous jobs
 - Evaluations/reviews from former bosses
 - Testimonials and compliments from clients and coworkers
 - Job ads that list required and desired skills and attributes employers want in your field
 - Diplomas, certificates, transcripts, and other records of education and training
 - Documents relating to professional and volunteer/community activities