



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](#). 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 rate is \$75/hour for projects that take more than two hours and \$100/hour for projects that take two hours or less. I require a deposit of \$150 to begin work.
 - Resumes typically take 2 to 5 hours, depending on how much information you provide and in what format you provide it.
 - 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

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Resume

Summary of Qualifications

- Proficient in writing and editing for a wide variety of clients
- Demonstrated knowledge of vocabulary, grammar, style, and usage
- Outstanding computer and clerical skills
- Effective team player with skill in coordinating individual efforts into a cohesive whole
- Fast, efficient, flexible, and capable of working under tight deadlines
- Experienced in business management, with a strong customer service focus
- Exceptional organizational talent and excellent communication skills
- Strong commitment to excellence

Professional Experience

Writer, editor, business administrator, consultant, San Antonio, Texas 1996 to present

- Assist authors with self-publishing (consulting or handling all the details)
- Write books and articles for publication (See "Publications")
- Write articles, blogs, and books for individuals and organizations
- Proofread, edit, and critique manuscripts for writers; copyedit novels for publishers
- Create and maintain Web sites
- Write business correspondence and other documents (such as resumes, newsletters, brochures, manuals, proposals, and bulletins) for business and nonprofit clients as well as individuals
- Assist executives and entrepreneurs with administration and organization

Publisher and Editor-in-Chief, Our Mail Network LLC, San Antonio, Texas 2001 to 2009

- Started and managed publishing house, including marketing and promotion
- Developed writers' guidelines and policies
- Found, screened, and contracted with writers and editors for specific projects
- Edited and formatted articles for online distribution
- Designed and maintained Web site

President, Lillie's Interior Landscapes, Inc., San Antonio, Texas 1980-1996

- Established, managed, and built company to a client base of 300 businesses and annual revenues of a half million dollars
- Developed business plan and strategies, employee policies, and training program
- Hired, trained, and supervised up to 18 employees
- Designed interior landscapes and conducted sales and marketing
- Recognized as Charter Certified Interior Horticulturist (among the first 50 certifications)
- Acquired other plantscape companies and eventually sold to Tru-Green Chem-Lawn

Education

- **Bachelor of Arts Magna Cum Laude, major: sociology, minor: psychology** 1968
Southwestern University, Georgetown, Texas

Professional Memberships

- EPIC (Electronically Published Internet Connection) — Creator of New Voices Writing Competition, Chair 2005—2007, Judge & Committee Member, 2008—present; Co-Coordinator for Ebook Extravaganza 2002
- National Association of Independent Writers and Editors
- Association of Independent Authors
- San Antonio Writers Guild — past president /board member, creator of Web site, first Webmaster

Selected Honors and Awards

- *Who's Who in America* and numerous other *Who's Who* editions
- Nominated for Favorite Magazine/Ezine Editor in the 2001 Preditors & Editors Readers Poll; Awe-Struck Flash nominated for Favorite Nonfiction Magazine/Ezine

Computer Skills

- Word processing — MS Word, Atlantis, WordPerfect
- Desktop publishing —Adobe Acrobat, Adobe InDesign, Jasc Paint Shop Pro, MS Publisher
- Web design — Adobe Dreamweaver, MS FrontPage, WordPress
- Contact and database management —ACT, MS Access, MS Outlook
- Accounting, spreadsheet, and presentation — Quicken, MS Excel, MS PowerPoint
- Internet and Email —Eudora, Firefox, Internet Explorer, Outlook Express

Publications

Books and How-to-Guides Written (*also designed the interior of the book; ** also created the cover and designed the interior):

- * [*Dream or Destiny*](#), GASLight Publishing, 2008. Romantic suspense novel
- ** [*Fern's Fancies*](#). Self-published, 2009. Romance novel
- * [*Stroke of Luck*](#). GASLight Publishing, 2004. (previously: Awe-Struck E-Books, 1999) Romance novel
- ** [*Preserving Memories: How to Write a Family History*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2005)
- ** [*What Do Traditional Anglicans Believe?*](#) All Saints Anglican Church, 2010 (previously: Our Mail Network, LLC, 2003)
- ** [*Finding the Information You Need: Research Tips for Your Family, Business, and Personal Pursuits*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002)
- ** [*The Secrets of Fantastic Houseplants*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002)
- ** [*Editing Primer*](#). Self-published online, 2009
- ** [*Self-Publishing Primer*](#). Self-published online, 2007
- [*How to Get Started in Network Marketing from Home*](#). Dream Jobs to Go/Intelletua.com, 2001. Nonfiction e-book (no longer available)
- [*Look Beyond Tomorrow: The Carola Spencer Story*](#). Lillie's Lovely Little Publishing Company, 1998. Nonfiction paperback
- [*Lillie's Lovely Little Gardening Book*](#). San Antonio: privately published, 1976. Indoor plant care booklet

Published Books Edited (* also designed the interior of the book):

- * [*Message in a Word: Inspired Succinct Sermons Uniquely Expressed*](#). Margaret Blincoe. Message in a Word Enterprises, LLC, 2010.
- * [*Scamper With the Peanut Butter Feet*](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010
- [*Journal: Intimate Writings of a Relationship with God*](#). Aundrea Hernandez. One Ordinary Believer, 2009
- * [*Adam's Daughters; Book 2 in the Westward Sagas*](#), David Bowles. Plum Creek Press, Inc., 2009
- * [*Re-Deal: A Time-Travel Thriller*](#), Richard Turner. Showdown Creations, Inc. 2009
- * [*Some Monument to Last: Memoir of TV Journalist James Muñoz with Family Poems and Letters*](#), James Michael Doughty. Doughty Enterprises, 2008
- [*God, Wood Smoke, and Spark Plugs*](#), Kenniston Lord. Lulu.com, 2008
- [*Uncle Big Bud*](#), James E. Williams. HenryRetta, 2008
- [*On the Wings of the Wind: A Journey to Faith*](#), Patricia Eytcheson Taylor and James C. Taylor. Austin, TX: Langmarc Publishing, 2007
- [*As Shadows Fall: People of the Frozen Earth Book 2*](#), Grace Anne Schaefer. GASLight Publishing, 2007
- [*The Last Boat Out: Memoirs of a Triumphant Vietnamese-American Family*](#), Truong Nhu Dinh and Tran Thi Truong Nga, translated by Truong Nhu Kenny and Ton-Nu Phuong-Thao. GASLight Publishing, 2006 (EPPIE 2007 winner in General Nonfiction) (Out of print)
- [*Spring House: Book 1 in the Westward Sagas*](#), David Bowles. Plum Creek Press, Inc., 2006 (2007 Indie Excellence Award Finalist, Historical Fiction)
- [*Wealth Untangled*](#), by Rob Turner. Salamander Bay, NSW, AUSTRALIA: Trober-X, 2004
- [*The New Day Dawns: People of the Frozen Earth Book 1*](#), Grace Anne Schaefer. GASLight Publishing, 2004 (Finalist in the North Texas Book Festival Award in general trade book category)
- [*The Joy of Six*](#), Charlene Potterbaum. Page-Free Publishing, 2002
- 12 novels, Titles available upon request. Awe-Struck E-Books, 2000-2001
- [*A Bouquet of Recipes from the Diocese of the Southwest, Anglican Church in America*](#). Jumbo Jack's Cookbooks, 1998

Newsletters Edited:

- [*The All Saints Epistle*](#). Monthly newsletter of All Saints Anglican Church, San Antonio, 1998-2008
- [*The Awe-Struck Flash*](#). Monthly Email newsletter of Awe-Struck E-Books, 2001-2002

Writing Samples and References Available Online

- [*A Writer's Words, An Editor's Eye*](#), blog and Web site (includes testimonials)