



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, or if you do not have a resume, I will ask questions to obtain the information.
 - Depending on the information you provide, we may 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 and things that have been recognized by your bosses in evaluations.
- ◆ In addition to listing your employer, job title, begin and end dates, 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. I will put what you tell me into this format; you just need to tell me what accomplishments you want to emphasize.
- ◆ The price depends on the complexity of the resume.
 - Typical Costs: Edits/updates to existing resume: \$200-\$300; Creating new resume or significant additions or major revisions to existing resume: Entry level-\$250, Professional-\$400, Management-\$500, Executive-\$600; specialized resumes—quoted individually.
 - Payment may be made by check or PayPal.
 - A deposit of \$200 or 50% of the total price, whichever is greater, is payable in advance. The balance is due upon completion of the resume. Invoices will come from alerts@proworkflow.com; you will need to add that address to your address book or white list so the invoice doesn't end up in spam.
 - I am usually in my office from late morning through early evening and respond promptly to email and phone calls.

Lillie Ammann

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

Lillie Ammann

Phone: (210) 344-5554 • Fax: (210) 342-2996
603 Mauze Dr • San Antonio, TX 78216

Email: lillie@lillieammann.com • Web Site and Blog: <http://www.lillieammann.com>

Resume

Summary of Qualifications

- Proficient in writing and editing for a wide variety of clients; skilled in helping authors with all phases of the publishing process
- Outstanding administrative and computer skills (MS Office; Adobe Acrobat, InDesign; WordPress; more)
- 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 communication skills; strong commitment to excellence

Professional Experience

- Writer, editor, consultant, blogger, San Antonio, Texas** 1996 to present
- Assist authors with independent publishing (consulting or handling all the details)
 - Edit, proofread, and critique manuscripts for writers
 - Write books and articles for publication (See "Publications")
 - Write articles, blogs, and books for individuals, businesses, and organizations
 - Write and edit business correspondence, manuals, and other documents
 - Serve as content editor; copy-edit articles for magazines (*San Antonio's INFLUENCE*, *Simply Pets*)
 - Write and publish blog—A Writer's Words, An Editor's Eye—on website and link to social media sites
- Business Manager, Lil Country Store, Dilley, Texas** 2013 to 2015
- Maintained records, handled purchasing and advertising, and made management decisions with partner
 - Told stories at store events; wrote monthly column, "Country Tales," in local newspaper
- Publisher and Editor-in-Chief, Our Mail Network LLC, San Antonio, Texas** 2001 to 2009
- Managed publishing house; developed policies; found, screened, and contracted writers and editors for projects
 - Wrote short how-to ebooks; edited and formatted ebooks for online distribution
 - Designed and maintained website
- President, Lillie's Interior Landscapes, Inc., San Antonio, Texas** 1980 to 1996
- Established, managed, and built company to 300 business clients 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 nationally)
 - 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 and Honors

- EPIC (Electronically Published Industry Coalition)—Recipient of the Patricia Lucas White Service Award (for outstanding service to EPIC) 2012; Creator of New Voices Writing Competition, Chair 2005–2007, Judge 2008–present; EPIC Ebook Competition, Judge 2000–present; Co-Coordinator Ebook Extravaganza 2002
- San Antonio Writers Guild—past president /board member, creator/webmaster of first website
- *Who's Who in America* and numerous other *Who's Who* editions

Publications

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

- *Finding God in the Everyday*. Armonia Publishing. Due November 2017. Devotional book.
- **Jack Stories: Favorite Memories of Jack Jordan Ammann Jr.* Lillie's Lovely Little Publishing Company, 2013. Nonfiction.
- ***Creating Fictional Characters*. Self-published, 2011. Nonfiction.
- **Dream or Destiny*. GASLight Publishing, 2008. Romantic mystery 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). Nonfiction.
- **** [What Do Traditional Anglicans Believe?](#)** All Saints Anglican Church, 2010 (previously: Our Mail Network, LLC, 2003). Nonfiction.
- **** [Finding the Information You Need](#)**. Self-published, 2010 (previously: Our Mail Network, LLC, 2002). Nonfiction.
- **** [The Secrets of Fantastic Houseplants](#)**. Self-published, 2010 (previously: Our Mail Network, LLC, 2002). Nonfiction.
- **** [Editing Primer](#)**. Self-published online, 2009. Nonfiction.
- **** [Trapped by Love: A Novelette](#)**. Self-published, 2009. Romance novelette.
- **** [Self-Publishing Primer](#)**. Self-published online, 2007. Nonfiction.
- **[How to Get Started in Network Marketing from Home](#)**. 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; ** also created the cover and designed the interior):

- **[Christian Leadership: 50 Stories that Connect Faith and Everyday Life](#)**. Terry L. Sumerlin. SE Publishing, 2017.
- **[Gambling with God: From Gambling Bartender to Born Again Christian](#)**. Tom Covino. Gambling with God Publishing, 2017.
- **[Once Upon a Tee: A Golf Story](#)**. William Willis. William Willis Books, 2017.
- **** [Baba's Kitchen](#)**. Family cookbook, compiled by Dawn Rakich, 2015.
- **[No...Not Again!](#)** Edith Eveon Brown. CreateSpace, 2015.
- **[George's Rendezvous with Destiny](#)**. George Vakey. CreateSpace, 2014.
- **[Sumo Skills: Instructional Guide for Competitive Sumo](#)**. Thomas Zabel. Ozumo Academy Publishing, 2014.
- **[Doing It Right](#)**. Greg Drew. CreateSpace, 2013.
- **[God, I've Got A Problem](#)**. Ben Ferguson. Ben Ferguson, 2013. (Updated from 1974 edition with over 400,000 copies in print.)
- **[Message in a Word 2: Inspired Succinct Sermons Uniquely Expressed](#)**. Margaret Blincoe. Message in a Word Enterprises, LLC, 2013.
- **[Base Jumping: The Vagabond Life of a Military Brat](#)**. William Willis. William Willis Books, 2013.
- **[Scamper Tangles with Christmas](#)**. Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2012.
- **[The Social Media Action Plan](#)**. Ajay Tejwani. CreateSpace, 2012.
- **[Children of the Revolution: Book 3 in the Westward Sagas](#)**. David Bowles. Plum Creek Press, Inc., 2012 (finalist for Adult Fiction for 2013 North Texas Book Festival).
- *** [I Always Sit with My Back to the Wall: Managing Traumatic Stress and Combat PTSD Through The R-E-C-O-V-E-R Approach for Veterans and Families](#)**. Dr. Harry A. Croft, M.D. & Rev. Dr. Chrys L. Parker, J.D. Stillpoint Media, 2011.
- **[A Human Becoming](#)**. Terry L. Sumerlin. SE Publishing Company, 2011.
- **[Leadership: It Takes More Than a Great Haircut](#)**. Terry L. Sumerlin. SE Publishing, 2011.
- **[Scamper's HideAway](#)**. Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- **** [Help! What Do I Do Now? Caring for Your Loved One with Alzheimer's](#)**. Nancy Nicholson. Lillie's Lovely Little Publishing Company, 2010 (EBook edition category finalist in Global Ebook Awards 2011).
- *** [Hide and Seek with Scamper](#)**. Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- *** [The Rewritten Word: How to Sculpt Literary Art No Matter the Genre](#)**. Aggie Villanueva. Cielo Rojas Publishing, 2010 (EBook edition category finalist in Global Ebook Awards 2011).
- *** [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.
- **** [My Life Story: Adventures of the Great Dane](#)**. Borge Hansen. CreateSpace, 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 (2010 Finalist in the Historical Fiction category, International Book Awards).
- *** [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 & James C. Taylor. 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 & Tran Thi Truong Nga, translated by Truong Nhu Kenny & Ton-Nu Phuong-Thao. GASLight Publishing, LLC, 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).
- **[Patchwork Trail](#)**. Janet Kaderli. GASLight Publishing, 2005.
- **[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 in a variety of genres**. 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.