Ima Great Writer  
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Great Writings Page · http://www.greatwritings.com**

**Section 2: Objectives**

Optional. If you choose to list your objectives, use no more than two lines here.

**Section 3: Qualifications**

This is the critical part of your resume. You may want to give this section a more definitive title, such as **Writing and Editing Experience**. Here, you'll want to list each type of skill that is relevant to the job you're applying for. For example, if the job listing asks for demonstrated writing and editing skills, plus familiarity with Internet publishing and HTML, your "qualifications" section might look something like this:

* **Writing:** Professional writer for XX years, with experience in magazine, newspaper, and business writing. Author of XXX articles in XX national publications; co-author of two books; author of three book chapters. Winner of the 1998 "best article" award from the Good Authors' Association. (See attached publications list for details.)
* **Editing:** Editor of two electronic newsletters, various corporate and business materials (including reports, white papers, and brochures) and one organizational newsletter. Experienced in copyediting, content editing, and proofreading.
* **Business and Corporate Writing:** Developer, writer, editor and designer of a wide range of business materials, including brochures, newsletters, and annual reports. Clients include...
* **Internet, HTML, and Desktop Publishing:** Webmaster for the Great Writings Page (http://www.greatwritings.com). Familiar with HTML, VTML, and java. Familiar with several desktop publishing programs for both electronic and print publishing, including [list programs you've used].
* **Anything else that might seem relevant...**

**Section 4: Work History**

Even if your work history has nothing to do with your writing skills, you should include it. A history of employment indicates to a potential employer that you are, in fact, employable. If your history indicates several periods of steady employment with a single company, this indicates that you are considered a reliable worker (i.e., one who was retained) rather than someone who either flits from job to job or gets fired frequently. If you've been promoted within your company (past or present), list this as well, as this is another good indication of your ability to function well as an employee.

Unlike the job-history listings in a regular chronological resume, however, you'll want to keep these sections short. List your job title, dates, the name of the company and its location, and a contact name and number if you wish. Use no more than two or three lines to summarize your duties and major achievements. Be selective: List promotions, and highlights such as number of people supervised, whether you were responsible for a budget, whether you handled major projects, etc.

If you have been self-employed as a freelance writer for a period of time, list this as your most recent "job." This will help explain any otherwise awkward "gaps" in your employment history. For example:

**Freelance Writer - June 1997 to present**

City, state

Brief description of your primary writing activities, including the names of any major clients or publications for which you have provided material or services. Don't bother to recap the skills you've already listed above.

**Previous Job Title - April 1990 to June 1997**

Company Name

City, state; contact name and phone number if desired.

Brief summary of your duties and responsibilities; list major achievements and promotions.

**Job Before That - January 1985 to March 1990**

**Company Name** (etc.)