Katherine R. Applicant

123 Main Street • New York, NY 10036 • (123) 456-7890 • katheriner.applicant@email.com

PROFESSIONAL WRITER

*Talented and versatile writer, proficient in all aspects of technical communications*

Respected professional writer with 10+ years of experience who has generated hundreds of business materials, including reports, letters, proposals, presentations, press releases, reviews, and manuals.

*Key skills include:*

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| --- | --- |
| * Writing for Direct-Response Markets * Creating Newsletters, Brochures, Fliers * Writing Top-Notch Essays for Publication | * Adept at Sales and Marketing * Developing Proposals & Presentations * Strong Team Leadership Skills |

PROFESSIONAL EXPERIENCE

SILVER RESUME CREATIONS, *White Plains, NY*

**FREELANCE WRITER AND PRINCIPAL** (February 2013 – Present)

Provide a wide range of writing services and expertise to various clients, businesses, publications, and websites, including: resumes and cover letters, chapter summaries, articles, writing prompts, how-to articles, and press releases.

*Notable accomplishments:*

* Regularly work with top websites, including Village U, AcaDemon, and eCopywriters.
* Helped another website, Inland Press, create 15 new resume templates now used companywide.

LAKESIDE INDUSTRIES, *Rye, New York*

**ADVERTISING DIRECTOR** (June 2008 – February 2013)

Oversaw a staff of 25 copywriters and designers who produced numerous circulars and ad copy.

*Notable Accomplishments:*

* Collaborated and communicated regularly with other managers throughout the company.
* Oversaw a new advertising campaign that increased company sales by 30%.

EDUCATION & CREDENTIALS

**ELLIS COLLEGE**, New York, NY

Bachelor of Science in Professional and Technical Writing (3.75 GPA, Honors Every Semester), 2008

**Certifications and Memberships**

Certified Professional Resume Writer (CPRW) • Writers Guild of America (WGA)

**Other Writing and Design Skills**

Microsoft Word, Excel, PowerPoint • 35 Brain Bench Certifications • oDesk Proficient