

## Creating a Writing Resume and a Writing Cover Letter

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A good resume and cover letter will help you get the writing jobs you want.

Start by designing a targeted resume that outlines your specific writing skills. Tailor your resume to each specific type of writing that you do, and use bulleted points to outline your skills.

Put your name, address and phone number at the top of the page in a large font so that it stands out from the rest of the resume. Then, break your writing resume into the following sections so that it is easy to read:

**Job Objective:** Name your job objective on the first line of your resume so that the employer can look quickly and see what position you want. Use job objectives like freelance writer, Web content writer or article writer. If you're applying for a specific job posting, use the job title used by the employer.

**Achievements:** This section lists what you have accomplished. Make sure the points relate to your writing skills and the specific job you want. List about six points using only one line per point. Include accomplishments such as "wrote articles for teen magazine" or "edited company newsletter."

**Capabilities:** Now list what you can do for the employer. Use skills such as ability to work independently, research accurately and write concisely.

**Job Experience:** List any job experience you have that relates to writing. If you're just starting out, list jobs that show your independence, creativity and initiative.

**Education:** Include your highest level of education and any writing courses you have taken.

Organize the resume sections however you wish, but keep your writing resume to one page. Include a writing cover letter with your resume.

## **Your Cover Letter**

Although many people use a general cover letter for all their resumes, a specifically targeted cover letter shows your creativity. Here are some tips to consider when crafting your writing cover letter.

Hook your reader with the first sentence of your cover letter. Use an industry fact or state something you can do for the employer. Interest the reader and she will keep reading to find out more about you.

Once the employer is hooked, list your qualifications in sentence form. Make sure you include the specific skills needed for the job. Don't use a standard cover letter for each job. Your writing cover letter should interest this particular employer and stand out from the typical cover letter.

Remember, you're selling your skills and you only have two pages to interest your potential employer or client. Use your words wisely and you will show the employer that you're the writer she wants.

Your writing resume and writing cover letter are important marketing tools. Take the time to target them to specific writing jobs and you'll soon have your choice of writing assignments.

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***Michele Brannon-Hamilton** has been a freelance writer for over 10 years during which time she's had articles published in Canada, England and the United States. Her specialties include education, computers and how-to articles. She currently writes educational curriculum, freelances for Writers Research Group and contributes regularly to American teen magazine *Gibberless.com*. Michele has an Honors B.A. in Sociology from the University of Waterloo, Canada, and currently teaches computer classes at a local school.*