

## Sitiyasyon espesyal

Seksyon sa a egzamine zòn nan ekri yon rezime ki ka difisil. Objektif la s epou founi ou lide, sijesyon, ak konsèy sou kijan pou boule ak pwoblèm sa yo.

**Chanjman nan karyè** Konpayi travay admèt yo disfisil epi ke yo gen preferans pou moun kap fè aplikasyon travay ki gen eksperyans ak ekspètiz nan menm endistri a oubyen ki gen eksperyans travay nan yon konpayi ki sanblab ak pa yo. Antre nan yon nouvo karyè oubyen yon lòt endistri pa enposib, li mande planin, rechèch ak pèsèverans.

Premyèman, ou gen pou idantifye ekspètiz ki ka transfere nan nouvo endistri, domèn oubyen konpayi a.èn oubyen konpayi a. Apresa ou gen pou idantifye konpayi travay byen presi nan nouvo endistri a ki bezen yon moun ak ekspètiz, kalifikasyon ak sa ou akonpli yo. Si wap vin nan yon zòn kote gen yon demann pou eksperyans ou genyen an, konpayi travay yo ap ezite mwens pou yo rele ou pou yon entèvyou, kwak ou pa gen okenn eksperyans nan yon konpayi tankou sa a.

Yon fwa ou idantifye konpayi travay byen presi, fò ou fè rechèch sou konpayi an pou ou ka konnen ki kalite anplwaye yo angaje, karakteristik anviwònman travay la, reprezantasyon finansyè konpayi a, ak enfòmasyon jeneral konpayi/ kilti li. Nan mezi enfòmasyon sa a parèy ak eksperyans travay ou, li ka enkòpore ak eksperyans travay ou an ak fraz sou sa ou akonpli yo.

Si ou ta renmen resevwa plis enfòmasyon sou konpayi kap fè rechèch, ou ka al enan yon siminè sou NÈTWÒKIN oubyen si ou ta renmen plis enfòmasyon sou kijan pou chwazi on nouvo karyè, enskri nan seminè DEKOUVRI KARYÈ a. Yap ofri seminè sa yo ak lòt seminè nan plizyè sant karyè yo.

Yon fòma rezime ki sijere pou moun ki chanje karyè se yon rezime kwonolojik alanvè. Fòma sa a itil lè travay wap aplike pou li a mande diferan ekspètiz pase sa ou genyen koulè a oubyen senpleman menm ekspètiz yo menm ak yon konsantrasyon diferan. Rezime kwonolojik alanvè a kòmmanse ak fraz sou sa ou kalifye, apre sou seksyon edikasyon an epi fini ak eksperyans travay la. Fòma sa a kite yo fè maketin diferan eksperyans ou yo nan fraz sou kalifikasyon ou yo.

### Kijan pou chèche yon travay nan yon lòt endistri diferan

Li si difisil pou jwenn yon travay nan yon lòt endistri pase pou chanje karyè antyèman. Nan rech`wch, nètwork ak entèvyou enfòmasyon, ou ka devlope yon gwo fondasyon pou chanje endistri. Konpayi travay di li pi fasil pou chanje ant endistri si ou nan okipasyon sa yo:

manadjè	òganizatè koleksyon fon	sipò administrasyon
edikatè	konta	MIS
maketin	vant	finans

Tou depann de kalite ekspètiz ou genyen, li posib ou gen eksperyans nan yon nouvo endistri nan kontra kout nan yon travay. Sa ba ou opòtinite aprann pi plis sou endistri a pandan wap menm lè fè kontak nètwork.

Si ou nan yon endistri ki nan gwo pwoblèm poutès resesyon, gen gendefwa plis opòtinite pou ou nan yon lòt endistri.

Lè wap ekri rezime ak lèt ki akonpaye a pou konpayi travay la nan yon nouvo sektè, konsantre sou ekspètiz ki ka transfere fasil nan travay ou te genyen anvan an. Ou gen pou analize sa ou te fè nan ansyen pozisyon ou an ak ekspètiz ou te itilize (gade nan seksyon « evalyasyon pèsònèl nan paj 9 la). Ou ak reyalize apres a kijan sa yo se menm ekspètiz nesèsè pou fè travay wap chèche a.

Nan kèk ka wap gen pou aprann nouvo ekspètiz nan fòmasyon, swa nan travay oswa nan yon klas fòmasyon. Lè ou chanje endistri, ou ka itilize yon konbinezon ekspètiz ke ou vini deja ak li nan nouvo travay la ak nouvo ekspètiz wap gen pou aprann.

Nan fè rechèch sou yon nouvo endistri, fè atansyon ak ekspètiz ki nesèsè api ak sa ke ou genyen yo. Apres konsantre sou koneksyon sa a epi fè atansyon pou byen prezante li nan rezime ou a ak nan lèt ki akonpaye a. Wap ekri yon pi bon rezime epi wap gen yon miyè chans pou gen yon entèvyou si ou ka montre ke konpayi travay la bezwen ou. Depi li posib, mete an valè eout ekspètiz ak eksperyans ou gen dejan ak lèd fraz sou sa ou akonpli ki enpòtan nan nouvo endistri a ak/oubyen nan nouvo okipasyon an. Tabli yon koneksyon ant ansyen eksperyans ou yo ak nouvo pozisyon ou vle a. Pale sou aspè nan ansyen travay ou an ki koresponn ak ekspètiz nesèsè nan zòn okipasyon an ke wap chèche (egzanp nan paj 26 ak 27).

### **Twou nan eksperyans travay**

Pa gen solisyon senp nan pwoblèm twou nan eksperyans travay epi nan ekri yon rezime. Konpayi travay yomenm gen opinyon diferan sou kijan pou boule ak peryòd chomaj. Estatistik montre ke pi plis granmoun yo gen swa eksperyans chomaj yo menm oubyen gen bon zanmi oubyen fanmi ki yomenm genyen. Sepousa, kèk konpayi travay konprann twou nan eksperyans travay poutèt rechèch travay epi yo pi konfòtab ak twou sa yo.

Konpayi travay tcheke rezime an jeneral pou twou nan eksperyans travay epi gen sispisyon lè yo jwenn yo. Yo pa dakò sou pi bon fason pou boule ak twou nan eksperyans travay ni yo ka bay egzanp sou yon rezime ki nan yon manyè satisfèzan prezante twou nan eksperyans travay sa yo.

Pi fò konpayi travay sa yo pito wè yon eksplikasyon sou twou nan eksperyans travay ekri nan lèt ki akonpaye a. Kèk nan yo sijere pou moun kap chèche travay yo enkòpore de oubyen twa fraz eksplikasyon nan kò rezime a. Toutfw, pa anpil nan yo janm resevwa rezime ki ofri kalite enfòmasyon sa a. Konpayi travay yo di ke pifò nan moun kap chèche travay yo pa diskite twou nan eksperyans travay nan lèt ki akonpaye a oubyen nan rezime a.

Konpayi travay yo byen di ke si gen demann pou eksperyans ou genyen yo epi/oubyen ou gen bon kontak nètwork alò twou nan eksperyans travay pa osi enpòtan. Epitou, yo gade longè ak kantite twou ou gen nan eksperyans travay. Plis twou ou genyen epi pi long yo ye, pi plis lap yon dezavantaj pou ou. Konpayi travay gen yon tandan pou yo konsidere twou nan eksperyans travay fanm ak mwens sispisyon paske yo panse se te pou elve yon timoun.

Sonje ke objektif ou se pou ou gen yon entèvyou. Konpayi travay jeneralman ofri entèvyou baze sou pèsèpyon ekspètiz ak kalifikasyon ou yon epi sou sa ou ka fè pou konpayi oubyen òganizasyon yo. Se pou sa, ou vle konpayi travay yon konsantre sou ekspètiz ak sa ou akonpli. Nan entèvyou a, pare pou eksplike twou ou genyen yo nan eksperyans travay ou nan yon manyè pozitif.

### Yon travay a yon lòt

Gen kèk pwofesyon kote li posib pou gen plizyè travay oubyen anpli travay tanporè. Chantye ka travay tanporè se de egzant. Nan pi plis sitiyasyon yo, toutfwa, plizyè travay nan yon ti kantite tan pap yon detriman nan rechèch travay ou an. Li se yon gwo pwoblèm pou konpati travay poutèt frè pou ba ou fòmasyon epi pou ranplase ou apre. Konpayi travay ka rele ou yon moun ki pase nan yon travay ale a yon lòt si ou sèlman rete ak yon konpayi pandan yon ti bout tan.

Si te gen rezon espesyal ki fè ou te gen si tèlman travay diferan, eksplike li nan lèt ki akonpaye a. Yon egzant, se endistri « cho epi frèt » tanou politik oubyen chantye. Anplis, si ou lisansye poutèt pat gen ase travay epi se pou sa ou te gen plizyè travay diferan, pa bliye pou di sa nan lèt ki akonpaye a tou.

Aksantye pouki ou vle travay lontan nan travay wap fè aplikasyon an. Aksantye yon ansanm ekspètiz òdinè ou te itilize e ke konpayi an ap chèche. Epitou, aksantye kisa ansyen konpayi kote ou te travay la te renmen pi plis lakay ou.

Itilize yon fòm rezime konbinezyon oubyen fonksyonèl. Si ou te gen plis pase yon travay nan yon ane, make sèlman travay ki enpòtan an nan pozisyon wap chèche a, si posib. Si ou te gen travay ki menm jan, rezime yo nan yon peryòd nan eksperyans travay ou. Sa posib sèlman si ou travay ou an te yon travay sou kontra oubyen si ou tap travay pou yon ajans tanporè. (egzant nan paj 27)

### Anplwaye ki pi aje

Tou dènyèman, anplwaye ki pi aje jwenn li pi difisil pou antre oubyen re-antre nan mendèv la. Kèk konpayi travay pito angaje yon moun ki fèk gradye nan kolèj epi fòm yo pase yo angaje yon travayè ki deja tou fòm. Gen anpil eknomi nan pewòl nan dezavantaj moun ki gen eksperyans ak ekspètiz. Anplwaye pi aje gen pou konsantre sou kijan wap benefisye konpayi a. Kijan wap ke ede konpayi travay la ekonomize lajan ? Tan ? Resous ?

Eleman pi kritik nan chèche yon travay se pou pa dekouraje. Pèsèverans. Toujou sonje ke si ou santi yon konpayi travay diskrimine kont oumenm poutèt laj ou, èske ou ta renmen travay pou

Nètwork gen pou yon gwo priyorite pou travayè pi aje yo. Fè atansyon pou mete anpil tan ak enèji nan devlopman ak swiv kontak nètwork ou yo. Pa janm

### **Travay pandan sezon eta / mwatye tan / jenès**

di laj ou nan yon rezime oubyen nan yon lèt ki akonpaye. Eitou, pa mete day ou gradye lekòl segondè epi nan kolèj si ou panse lap ede yon moun detèminen laj ou. Toutfwa, pa janm pa mete dat ou te travay paske li fè konpayi travay la sispèk (egzanp nan paj 28).

### **Diplome nan kolèj**

Moun ki diplome nan kolèj ap rekrute nan gwo konpayi e rezime a se enstri-man pou ka gen premye entèvyou a. Moun ki gradye kolèj gen pou yo adapte rezime yo pou pozisyon yo vle a. Nenpòt eksperyans ki itilize ekspètiz pisan ak/oubyen kache nesèsè pou fè travay wap aplike pou li ak gen pou li enkòpore nan rezime ou an (egzanp nan paj 28).

Si wap antre nan mendèv la oubyen ou fèk fini kolèj, ou ka mete travay ou te genyen pandan ete a ak travay mwatye tan. Sa efikas si ou eksperyans lan gen pou wè ak travay ou vle a. Li enpòtan ou demontre nan fraz sou sa ou akonpli ke ou gen ekspètiz, aptitud, ak kalikasyon pou fè travay la. Si ou tap travay mwatye tan pou plis pase de ane make travay sa yon nan swit kwonolojik. Itilize yon lèk ki akonpaye pou eksplike sitiyasyon travay pattaym yo oubyen endike li te yon travay pattaym sou rezime a si ou mete « pattaym » ant parantèz apre non konpayi travay la.

Jèn moun ki pa gen anpil oubyen ki san eksperyans gen pou yo revwa eksperyans travay ou epi aksantye travay pattaym, travay volontè, ak aktivite andeyò pwogram lekòl la, tankou klib, espò ekip ak pozisyon eli. Aksantye sa ou akonpli yo epi mete an valè zòn oubyen aktivite ki demontre atitud pozitif epi motive ki enpòtan pou konpayi travay yo. Konpayi travay ak chèche moun ki fleksib epi ki ka adapte. Prezante abilite ou genyen pou rezoud pwoblèm, reflechi nan yon sitiyasyon, fini yon travay, epi kijan ou renmen jwenn solisyon. Aksantye ke ou endepandan epi ou pap bezwen anpil sipèvizyon. Pi enpòtan kite konpayi travay la konnen ke ou se moun konfyans e ou gen bon jan kalite abitud travay (egzanp nan paj 29).

### **Eksperyans nan lame**

Sou sa ki konsène eksperyans nan lame, National Business Employment Weekly (NBEW) la di ke pi gwo difikilte veteran genyen òdinèman pou ekri yon rezime se kijan pou mete eksperyans ou genyen nan lame sou fòm ekspètiz pou mendèv sivil. Li ka difisil pou veteran yo chwazi eksperyans ki ilistre eksperyans ou genyen paske anpil veteran gen diferan eksperyans nan lame. Li enpòtan pou chwazi epi koresponn ekspètiz epi kalifikasyon ak ekspètiz epi kalifikasyon ki neseè pou fè travay wap aplike pou li a (egzanp nan paj 29). Si ou se yon veteran, pa bliye pou chèche yon espesyalis veteran nan yon One-Stop Career Center.

### **Moun ki rete lakay pou elve pitit**

Konpayi travay yo pa atann ke ou bay yon kontrandi sou ane ou pat travay pandan ou tap elve pitit ou yo. Li nan avantaj ou pou ou idantifye lòt kalite aktivite ou te fè epi kalite ekspètiz, kalifikasyon ak sa ou akonpli ou gen pou ofri. Konsidere konpayi travay la ak pozisyon an epi apre eseye konekte ekspètiz ou yo ak sa anplwaye an bezwen. Li enpòtan pou kenbe konpayi travay la kosantre sou kijan wap ka kontribye nan òganizasyon an. Presize ekspètiz ou yo ki koresponn dirèkteman ak kalifikasyon ou yo nan travay la.

**Nan prizon**

Lè ou pa gen anpil tan oubyen pa gen eksperyans nan travay, oubyen ou pat travay pandan lontan, fò ou prete anpil atansyon sou travay pattaym ak travay volontè. Anplis, nenpòt klas fòmasyon oubyen pwogram edikasyon ou te ale landan yo gen pou prezante tou (egzanp nan paj 30).

Anpil moun gen kesyon sou kijan pou reponn kesyon « Èske ou te jann deklare koupab pou yon krim ? ». Repons anpil moun ki te dezobeyi lalwa chwaze se « Wi, ap diskite li nan entèvyou ». Metòd sa a ba ou opòtinite pou reponn san manti epi li pouse konpayi travay la ranje yon reyinyon ak ou fasa-fas pou ou ka eksplike sikonstans ou yo epi diskite nenpòt kesyon konpayi travay la ka genyen. Li pa rekòmande pou kite kesyon a san repons paske li siyale konpayi travay la epi ka bay sispisyon ki pa nesèsè.

Li pa janm rekòmande pou manti paske pi souvan lap dekouvri pi devan epi lè sa a konpayi travay la ap gen rezon pou revoke w. Bay manti sou yon rezime oubyen sou yon aplikasyon se rezon pou yo kite ou ale.

Si ou te nan prizon tou dènyèman, epi ou te kontinye edikasyon w epi/oubyen avanse ekspètiz ou yo pandan peryòd sa a, pa bliye pou make enfòmasyon sa a nan rezime ou an (egzanp nan paj 30).

**Pwoblèm fizik**

Toujou sonje ke objektif rezime a se pou ou ka gen yon entèvyou. Enfimite ou an pa enpòtan ; jan ou ka byen fè travay la epi kontribye nan konpayi a se sa ki pou aksantye. Aksantye anpil epi konsantre rezime ou an sou ekspètiz, eksperyans, nivi responsabilite ak tout sa ou akonpli ki pozitif. Si ou te gen two nan eksperyans travay ou poutèt enfimite ou an, revwa seksyon an sou Twou nan eksperyans travay nan paj 22 nan gid sa a. Sonje ke, konpayi travay la ofri entèvyou bvaze sou kandika a ki parèt pi kalifye. Se responsabilite ou pou ede konpayi trava la konsantre sou ekspètiz ou yo, aptitud ou yo ak sa ou akonpli. Nan entèvyou a, pare pou diskite enfimite ou an si li gen pou wè ak pozisyon wap aplike pou li a. Fè byen atansyon pou prezante pwoblèm sa a yon fason pozitif. (Li pa rekòmande pou itilize yon rezime sou pwoblèm fizik espesyal ; se pou sa, pa gen egzanp sou li.)

**Travay pou tèt pa**

Make travay konsiltasyon ou fè yon nan lòd kwonolojik. Konpayi travay gen repons pozitif ak eksperyans konsiltasyon ak kontra. Pa bliye pou montre antousyasm ou ak obligasyon ou genyen pou travay la nan lèt ki akonpaye ou a epi sèlman prezante travay ki gen rapò ak bezwen konpayi travay la. (egzanp nan paj 31)

Jan li make pi devan, pwochen sis paj yo gen egzanp kèk rezime sou SITIYASYON ESPESYAL.

## Chanjman nan karyè : Egzanp yon rezime

REV. ROBIN A. JUNIPER	
P.O. Box 123, Bourne, MA 02017	(508) 759-1234 (Home) (508) 946-0222 (Work)
<b>JOB TARGET:</b>	<b>SUBSTANCE ABUSE COUNSELOR</b>
<b>SUMMARY:</b>	More than 15 years of pastoral experience during which a number of healing methods were employed to enable people to respond to their problems "growfully" and to develop good coping skills, support structures and character.
<b>CAPABILITIES:</b>	<ul style="list-style-type: none"> <li>* Develop supportive therapeutic relationships with varied client populations.</li> <li>* Provide empathetic, supportive counsel to individuals in crisis.</li> <li>* Plan, organize and deliver effective group presentations in the field of substance abuse.</li> <li>* Establish and maintain harmonious working relationships with others.</li> <li>* Prepare general reports and maintain accurate records.</li> </ul>
<b>ACHIEVEMENTS:</b>	<ul style="list-style-type: none"> <li>* Counseled and supported families and individuals in crisis while serving a church of over 100 members.</li> <li>* Developed and presented basic substance abuse and relapse prevention in classes at a 40 bed detoxification facility.</li> <li>* Provided crisis intervention and counseling in a substance abuse setting.</li> <li>* Created a resource file for referral of substance abuse clients to inpatient treatment programs.</li> <li>* Initiated and established a church wide system of small support groups based on AA principles.</li> <li>* Served as a volunteer leader and area coordinator for Homecoming Groups (Adult Children of Dysfunctional Homes) in Southeastern Massachusetts.</li> <li>* Utilized conflict resolution skills to compile an outstanding record of customer satisfaction in sales.</li> </ul>
<b>EXPERIENCE:</b>	<p>Catholic Charities Detoxification Center, Lakeville, MA <u>Substance Abuse Counselor</u></p> <p>Quirk Ford Inc., Quincy, MA <u>Sales Manager</u></p> <p>Plymouth Baptist Church, Plymouth, MA <u>Pastor</u></p> <p>Shawmut Avenue Baptist Church, Brockton, MA <u>Pastor</u></p>
<b>EDUCATION:</b>	<p>Masters of Divinity in Pastoral Ministry, 1984 Gordon-Conwell Seminary, Hamilton, MA</p> <p>B.A. Philosophy, 1971, Gordon College, W</p> <p>Additional course work towards certification "Drugs and Addictions" and "Group Sub Stonehill College, Easton, MA (Present "Abnormal Psychology", Massasoit Col (Completed 1992)</p>
<b>LEONARD B. JAMES</b> 61 Oregon Road Marblehead, MA 01400 (617) 639-7776	
<b>PROFESSIONAL BACKGROUND</b>	
<u>Plant Manager</u>	
Semline, Inc., Reading, MA	1998 - present
Developed and controlled a \$5 million plant P&I; reduced maintenance and building budgets by 40%.	
Managed a plant workforce of 80 union workers and support staff of 9; represented company on union matters, evaluated grievances, and negotiated the first 5 year union contract.	
Initiated and supervised the conversion of the HVAC system from oil to gas, which reduced energy cost by 30%.	
Instituted an equipment rebuild program, which increased productive daily utilization of equipment to 87 - 92% per day.	
<u>Manufacturing Manager</u>	
Pixley-Richards, Inc., Malden, MA	1993 - 1998
Managed all secondary operations on three shifts; guaranteed quality and delivery of products to shipping department within a \$2.5 million controllable budget.	
Directed an innovative outside subcontract program called "Homework" with an active work force of 45-55; instituted an in-house "supportive employment" program.	
<b>EDUCATION</b>	
B.S.B.A, Finance, 1990 Nichols College, Dudley, MA	
Additional courses and workshops in Leadership, Time Management and Statistical Process Control.	

## Chanje endistri : Egzanp yon rezime

## Chanje endistri : Egzanp yon rezime

**WILLIAM N. SCHNEIDER** 83 Mountain Street, Wards Hill, MA 01830 (508) 792-9999

### PROFESSIONAL EXPERIENCE

**Shawmut Arlington Trust Company**, Methuen, Massachusetts

*Senior Technical Writer, 1998 - 2000*

Managed the conceptual and editorial development of software manuals. Assured that high quality standards for writing and design were met. Supervised clerical duties of assistants.

*Technical Writer, 1992 - 1998*

Conducted research to assess technical expertise of product users and focused manual format and content accordingly. Worked with software developers and programmers to test and document products, and translate technical data and product specifications into readable copy for manuals used by over 100 municipalities.

**Honeywell Information Systems**, Waltham, Massachusetts

*Writer, 1991 - 1992*

Interviewed upper level management and wrote about upcoming produce releases, new site installations corporate meetings, and commendable employee achievements for the *Customer Service Division Profile*, a tabloid distributed to 4,000 employees nationwide.

*Freelance Writer/Photographer 1987 - 1991*

Specialized in features for the living, Lifestyle, Family, and Sports pages of the *Patriot Ledger*, *Mirror Publications*, Memorial Press, Beacon Publishing, Folio Journal.

Conducted interviews and wrote profiles of individuals' experiences and achievements that catapulted them beyond the ordinary. Wrote with sensitivity and responsibility by presenting only the facts. High lighted organizations dedicated to issues of social concern.

**The Kingston Voice**, Kingston, Massachusetts

*Production Assistant, 1986 - 1987*

Involved in all aspects of production of small town week write headlines, printed photographs, sold ads, wrote an board meetings and met overnight deadlines.

### EDUCATION

**Boston University College of Communications**, Boston, MA  
Master of Science, Communication, 1993

**Lewis and Clark College**, Portland, Oregon  
Bachelor of Science, English, 1985

## Pase nan yon travay a yon lòt : Egzanp yon rezime

**ALYCE B. STRONG**

57 Redington Street  
Springfield, Massachusetts 01120  
(413) 987-6543

### EMPLOYMENT:

**Metro Media Paging** Springfield, MA  
**MAJOR ACCOUNT EXECUTIVE** 1998 to present

Oversee four service representatives in the establishment and maintenance of major accounts in the financial industry for the nation's number one provider of personal communications products and services. During corporate merger, totally reorganized accounts to achieve pricing parity and planned sales strategies.

Successfully negotiate/renew long-term contracts within a highly competitive market. Utilize a benefit-oriented, cost-justification focused sales approach to market value added products. Key accounts include Shawmut, Bank of New England, Bay Bank, Aetna, John Hancock, and Flatley.

**Omni Communications** Hartford, CT  
**ACCOUNT EXECUTIVE** 1997 - 1998

Established and serviced mid-size accounts throughout the northern part of the State for this leading east coast provider of personal communications products and services. Prepared and delivered individual and small group sales presentations to company Presidents, Office Managers, and Purchasing Directors. Consistently met or exceeded monthly quota. Within first year, ranked 5th of 18 Account Executives including seasoned sales staff.

**Bayside Inn** Swampscott, MA  
**FUNCTIONS MANAGER** 1995 - 1997

Coordinated all details of private functions for individual/corporate clients. Supervised staff, ordered supplies, set up physical layout of function room, coordinated menus, and functioned as on-site liaison.

**American International Group** Boston, MA  
**COMMERCIAL PROPERTY UNDERWRITER** 1988 - 1995

Sold and administered \$1.5M worth of insurance accounts. Performed direct service to clients; development, analysis, and renewal of accounts; and marketing of new products. Spearheaded award-winning marketing campaign generating \$860K in premium sales, 215% above projected sales. Provided training/troubleshooting to junior underwriters company-wide.

### EDUCATION:

**SALES SEMINARS** 1991  
**Motorola** 1990  
**Tom Hopkins**

**NORTHERN ESSEX COMMUNITY COLLEGE** Haverhill, MA  
Associate of Science in Liberal Arts

## Anplwaye ki pi aje : Egzanp yon rezime

<b>CAREER OBJECTIVE</b>	To obtain employment in any one of the following areas: plastic injection mold-making; progressive punch and die sets; jigs and fixtures; general machine shop work; and/or use troubleshooting skills in old tooling to increase production
<b>SPECIAL SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>* Extensive experience with Bridgeport milling machine and lathe; EDM machines; and jig bores.</li> <li>* Direct supervision as a foreman in various machine shop functions.</li> <li>* Extensive background in repair and/or re-design of tools, jigs, and fixtures.</li> <li>* Excellent interpersonal skills which enable operating with small or large work groups.</li> </ul>
<b>WORK EXPERIENCE</b>	<p>Midstate Tool and Engineering, Medway, MA 1995 -1999  <b>SENIOR MOLD MAKER</b>                      Reading and interpreting blueprints for mold maker; supervised two apprentices in this position.</p> <p>CMS, Pocasset, MA 1992 - 1995  <b>TOOL ROOM FOREMAN</b>                      Worked closely with engineering staff in the design and building of molds, jigs, and fixtures; supervised five apprentices in this position.</p> <p>H. L. Bouton, Buzzards Bay (Bourne), MA 1989 - 1992  <b>SENIOR MOLD MAKER</b>                      Had direct supervision of two journeymen mold makers in the manufacture of plastic injection molds, jigs, and fixtures.</p> <p>A. C. Tool Company, Lunenburg, MA 1984 - 1989  <b>SENIOR MOLD MAKER</b>                      Worked with Bridgeports and lathes in building plastic injection molds.</p>
<b>EDUCATION</b>	<p>Worcester Polytechnic Institute of Technology - Worcester, MA                      Associates of Arts degree in Mathematics and</p> <p>Neshoba Regional Vocational Technical High School                      Diploma                      Concentration in mathematics, machine shop</p>
<b>REFERENCES</b>	Will be available upon request.

## Diplome nan kolèj : Egzanp yon rezime

<b>OBJECTIVE:</b>	To obtain a position in the television or film industry. Developing my profession by combining my educational background with additional practical experience.
<b>EDUCATION:</b>	<p><b>University of Massachusetts, Amherst</b>                      Bachelor of Arts, May 1991                      Area of concentration: Television and Video Production                      Communications G.P.A. 3.3/4.0</p>
<b>RELEVANT COURSES:</b>	<p><b>Communications classes including:</b> The Programing Process in Television, Advanced Television Production and Direction, Educational Television Workshop, Public Speaking, Modes of Film Communication, History and Development of Motion Pictures, and Electronic Journalism.</p>
<b>CAREER-RELATED EXPERIENCE:</b>	<p><b>1991-1996 Cramer Productions: Braintree, MA</b>  <u>Duplication Assistant</u>                      Operational duties included running 1/2,3/4 and 1 inch dubs. Packaging the product, dealing with clients by phone and in person, ordering tape stock and processing monthly billing.  <u>Production Assistant</u>                      Assisted in the production of "Eagles Preview 91," a prime time sports show, produced by Cramer Productions and viewed on WCVB-TV, Boston (an ABC affiliate). Also assisted in commercial and corporate video productions.  <u>Audio/Visual Rentals</u>                      Assisted with the set up and break down of audio/visual equipment for conventions and meetings.</p> <p><b>1989 Unicorn Video Productions: Braintree, MA</b>  <u>Internship:</u> Responsible for working on all phases of video production, with emphasis on lighting and equipment set up for shoots. Assisted with the editing process, duplication, and packaging of the final product.</p>
<b>OTHER EXPERIENCE:</b>	<p><b>1991 Education Loan Services, Inc.: Braintree, MA</b>  <u>Customer Service Representative</u>                      Contacted student loan borrowers via an automated dialing system, helped advise customers, and assisted in the servicing of guaranteed student loans. Awarded Employee of the Month.</p> <p><b>1990-1991 Pembroke-Hanover Elks Lodge: Hanover, MA</b>  <u>Assistant Manager</u>                      Varied managerial duties including ordering liquor, keeping inventories, scheduling employees, compiling daily reports, and renting the hall for functions.</p>
<b>ACTIVITIES:</b>	<p>*Member of the University of Massachusetts Communications Club                      *Crew member of the TVN News show - seen locally on the Norwell (MA) Cable Community Channel.</p>



**Travay nan sezon ete / jenès : Egzanp yon rezime**

**MEAGAN A. JOY**  
**19 PIERCE LANE**  
**PAXTON, MA 01624**  
**(508) 999-1234**

**EXPERIENCE**

**Shaws Supermarket, Worcester, MA**  
**CASHIER** 1997 to present  
 Handled large sums of cash transactions with precision and accuracy. Demonstrated enthusiasm in work related projects.

**Holden Care Center, Holden, MA**  
**DIETARY AIDE** 1995 - 1997  
 Effectively organized daily production of meals for over 100 residents and staff members. Maintained strict diet based on individual residents needs. Trained 3+ employees to conduct jobs properly and efficiently. Implemented holiday events for patients.

**Alba Nursing Home, West Boylston, MA**  
**NURSING ASSISTANT** 1995  
 Assisted in care of patients. Motivated residents through personal relations. Coordinated nightly routines of patients. Performed the distribution and feeding of meals to residents. Evaluated patients well-being and progress for doctors and nurses through written reports and charts.

**Witch Dungeon Museum, Salem, MA**  
**ACTRESS** 1992 - 1995  
 Performed re-enactment of Salem Witchcraft Trials. Lead guided tours providing important historical information. Streamlined history and entertainment with interest to generate excitement in hundreds of tourists' eyes. Maintained control of stage area and audience during tours.

**Star Market Corporation, Lynn, MA**  
**CASHIER**  
 Attained approximately \$2,000 worth of savings.  
 Demonstrated rare talent for working with customers.  
 Responsible for several customer service projects.

**EDUCATION**

**Paxton High School, Paxton, MA**  
 Diploma 1992

**Eksperyans nan lame :  
 Egzanp yon rezime**

**JOHN H. MILLER**  
 534 South Russell Street, Boston, Massachusetts 02015 (617) 567-8910

**EXPERIENCE**

**MULTI-DISCIPLINE MANAGER, DEPARTMENT OF DEFENSE** - Experienced in contracting, logistics, and project management in the United States, Europe and Southeast Asia. (U.S. Army officer 1980 - 2000)

- Resolved complex problems and successfully managed manufacture, worldwide shipment, and logistical support of M60A2 tanks, a \$130 million weapons development and acquisition project.
- Planned and directed multi-year major construction project.
- Achieved significant cost and payroll savings while managing annual operating budgets exceeding \$35 million.
- Successfully managed facilities, industrial complexes, property and vehicle fleets valued at more than \$500 million.
- Award winning training manager. Developed and directed logistics management, maintenance management technical and tactical training courses for Armor branch leaders, technicians, and mechanics.
- Recognized doctrinal authority. Integrated logistics support expert and consultant. Author/editor of texts, manuals, articles, and reports.
- Certified contracting officer and senior logistician.
- Experienced collective bargaining negotiator.
- Top Secret security clearance.
- Distinguished Member of the Staff & Faculty, U.S. Armor School.

**EDUCATION**

- Graduate -- Resident Course, U.S. Army Command & General Staff College, 1990
- Master of Business Administration -- Babson College, 1988
- Bachelor of Business Administration -- Georgia State University, 1982

**Moun ki rete lakay  
pou elve pitit : Egzanp  
yon rezime**

**JANE Q. SAMPLE**  
214 Exchange Avenue  
Medway, MA 02035  
(508)000-1111

**SKILLS AND ABILITIES**

**EMT**            Trained EMT.  
Knowledge of patient surveys, assessing vital signs and addressing medical and trauma emergencies.  
Ability to perform splinting and bandaging of injuries.  
Certified in the use of oxygen equipment.    Hold CPR certification.

**CLERICAL**        Dealt directly with the customer base; responded to customers' concerns.  
Evaluated the situation and recommended a positive course of action.  
Earned extra revenue for the company by selling products over the telephone.  
Contacted previous customers to try to reinstate services.  
Totaled up orders and handled all money for service orders.  
Monitored and directed telephone calls.  
Typed manuscripts, documents, and charts.

**LANDSCAPING**    Provided customer service.  
Performed landscaping tasks.  
Assisted in the layout and design of patterns to be followed.  
Possess knowledge of the tools of the profession.  
Operated and maintained tools and equipment.

**EMPLOYMENT HISTORY**

Color It Green Landscaping, Inc.    Hopkinton, MA <b>LANDSCAPER</b>	1998 to present
Chemlawn Lawn care Service, Holliston, MA <b>CUSTOMER SERVICE REPRESENTATIVE/RECEPTIONIST</b>	1995 - 1998
Cadillac, Oldsmobile Center, Ashland, MA <b>RECEPTIONIST/CASHIER</b>	1990 - 1993

**EDUCATION**

Mass Bay Community College  
Certificate    Emergency Medical Technicians

Mills High School, Millis, MA  
Diploma

**CERTIFICATION**    Commonwealth of Massachusetts EMT certification

**REFERENCES**        Available upon Request

**Nan prizon : Egzanp  
yon rezime**

**OSCAR T. OVERBROOK**  
563A Cedar Street  
Walpole, MA 00000  
(508) 999-9999

**EXPERIENCE**

1977 - 1997            Collecjen, Inc. Foxboro, MA  
**CARPENTER**  
Performed remodeling, built additions and decks, did sill work as well as siding, roofing, wood and metal framing, and sheetrock work. Also able to do inside finish, cabinets and vinyl replacement.

Hillside Social Club, Wrentham, MA  
**MAINTENANCE SUPERVISOR**  
Provided inside and outside maintenance, carpentry, plumbing, painting, wiring and custodial services. Installed alarms, windows, walls, bathrooms, floors, and gutters. Performed lawn care, snow plowing, and parking lot care.

Bill Smith General Contractor, Sharon, MA  
**CARPENTER/GENERAL LABORER**  
In a mall, performed custodial and general laborer duties. Also, did metal framing and sheetrock work.

Wekar Incorporation, Mansfield, MA  
**HANDYMAN**  
Maintained housing for the mentally ill. On call 24 hours a day. Provided daily general maintenance on the house and the grounds.

**EDUCATION**

Silver Lake Regional High School, Wrentham, MA  
Diploma  
Studied cabinet making and home construction

**STRENGTHS**

Able to work well both independently and with others.

## Travay pou tèt pa : Egzanp yon rezime

**MALCOLM R. LEWIS**

741 Lincoln Pond Road, Brookfield, MA 8888

(413) 888-8888

**COMMUNICATION:**

- \* Created and managed start-up business. Helped clients develop and maintain desired image. Designed and implemented solutions to clients' communication requirements leading to new and repeat business.
- \* Instructed personnel in procedures and responsibilities. Organized and motivated others to complete assignments and meet deadlines.
- \* Utilized communication skills (verbal, graphic and the written word) to expand understanding among various facets of society.

**PROMOTION:**

- \* Provided public relations services to Boston University, the fourth largest private university in the United States. Promotional efforts encompassed regional, national and international arenas.
- \* Represented diverse media conglomerate. Conducted frequent interface with legislative, community and business groups.
- \* Developed and directed public relations efforts for employer. Created enthusiasm for employer's programs and accomplishments throughout ten town region.

**PLANNING:**

- \* Coordinated printing schedule in Boston University's Public Relations. Introduced new equipment to streamline procedures; reduced turnabout time and costs. Won goodwill throughout university.
- \* Planned production schedules for diverse media conglomerate. Delegated staff assignments. Redesigned office procedures to increase inter-departmental efficiency and profits.
- \* Established effective communications with staff and clients. Analyzed technical and organizational problems; provided solutions to keep public informed of employer's programs.

**PROFESSIONAL  
BACKGROUND:**

1998 to present

**Public Relations Coordinator, Nashoba Hospice, Worcester, MA**

1994 - 1998

**Commerical Photographer/Media Consultant. Self Employed  
Brookfield, MA**

1992 - 1994

**Photo Editor/Journalist, International Press Group, Springfield, MA**

1989 - 1992

**Public Relations Agent, Boston University, Boston, MA**

**EDUCATION:**

**United World College, Livingston, NY**

B.A.in Communication

Additional courses at graduate level in communications, finance and international business.

## **Konsèy itili sou kijan pou amelyore rezime ou a**

### **10 erè pi òdinè yo nan sa pou ekri**

Yon sondaj sou pwèn gwo konpayi travay, moun ki bay konsèy sou karyè, ak ajans travay idantifye erè pi òdinè ki repete nan anpil anpil rezime. Erè sa yo se :

#### **1. Twò long**

- Longè yo pito a se yon paj.

#### **2. Pa òganize**

- Enfòmasyon epapiye sou tout paj la.  
- Difisil pou swiv.

#### **3. Pa byen ekri sou òdinatè oubyen pa byen enprime**

- Difisil pou li.  
- Pa pwofesyonèl.

#### **4. Twòp enfòmasyon**

- Paragraf ak fraz long.  
- Pran twòp tan pou di bagay ki pa ase.

#### **5. Twò epapiye**

- Bay sèlman lide fondamantal sou dat ak pozisyon travay.

#### **6. Pa adpate pou rezilta**

- Pa montre kisa kandida a akonpli nan travay li.  
- Plizyè enfòmasyon banal ki dekonekte ak rezilta espesifik.

#### **7. Twòp enfòmasyon initil**

- Wotè, pwa, sèks, sante, eta sivil pa nesèsè sou rezime.

#### **8. Fot òtograph, erè tipografik, move gramè**

- Fò tout rezime yo byen li anvan ke yon enprime epi distribye.

#### **9. Eseye twòp**

- Foto, katab, ak konpozisyon fantezi.  
- Fèy papye egzotik distrè nan senplisite prezantasyon an.

#### **10. Mal adrese**

- Twòp rezime rive sou biwo konpayi travay la san yo pa mande pou li.  
- MaAnpil la gen anpil oubyen pa gen okenn koneksyon ak òganizasyon an.  
- Lèt ki akonpaye yo ka ede anpeche pwoblèm sa yo.

### **Kisa pou pa mete nan rezime ou a**

Kèk nan bagay sa yo diskite nan lòt seksyon nan gid la men pa ka aksantye epi/oubyen repete twò souvan. Sa se lis « B » nou an.

BLIYE dat la anlè rezime a ak objektif travay la. Yo ale nan lèt ki akonpaye a.

BLIYE pwonom « mwen » an

BLIYE abrevyasyon nan kò rezime a.

BLIYE tèm teknik oubyen militè ke moun kap li materyèl lan pap konprann.

BLIYE ras, relijyon ak afilyasyon nan politik.

BLIYE bagay ki negatif oubyen delika pou ekri, ansanm ak rezon ou kite lòt travay anvan.

BLIYE disponibilite. (Tann pou yo ofri ou travay la.)

BLIYE ti detay diferan sa yo :

Laj	Ras	Wotè
Sèks	Wotè	Eta sante
Eta sivil	Kantite timoun	Pas tan favori ki pa enpòtan
Rezilta tèz	Enterè nan espò	Afilyasyon nan legliz
Istwa lafanmi	Pwopriyetè kay	Nimewo sekirite sosyal
Pèmi pou kondwi	Preferans jeografik	Foto ou
Non sipèvizè ou an ak tit li	Salè ou vle	

**Kritik yon konpayi travay**

Pou vreman fè yon bon kritik sou rezime ou an, pase yon ti tan pou konprann pèspektif konpayi travay la. Konpayi travay nan Massachusetts, lè yo egzamine eksperyans travay ou, men sa yap chèche :

1. Èske gen ase ane ak bon nivo eksperyans ?
2. Èske eksperyans travay la nan zòn konvnan la ?
3. Èske kandida a manke eksperyans kritik ?
4. Èske kandida a gen ase konesans teknik apwofondi epi laj ?
5. Èske aplikan gen ase ekspètiz nan sipèvize, manadjè oubyen lidèchip ?
6. Èske gen yon dosye solid sou sa li akonpli ?
7. Kijan èske kandida a konpare ak lòt moun yap konsidere koulye a ?

Pou konnen si rezime ou an byen prezante repons nan kesyon sa yo, mande yon zanmi egzamine li apatide egzèsis sa a.

Egzamine rezime ou an ak pèspektif yon konpayi travay.

Kijan li fasil pou li vit rezime ou an pandan keyon anlè yo ap repnn nan mwens pase yon minit ?

Èske fraz somè a koresponn ak konpayi travay la ki gen pou resevwa rezime a ?

Èske enfòmasyon an reyèl epi korèk ?

- Enfòmasyon sou rezime oubyen aplikasyon ki pa korèk ap kenbe w pi devan.
- Yap lisansye w yon fwa yon dekouvri erè a.

Èske rezime a pozitif ?

Èske je ou fatige pandan wap li rezime a ?

Èske gen fot òtograf, erè tipografik oubyen erè gramè ?

### Aparans ak prezantasyon

Pi plis moun kap chèche travay enkyete anpil sou sa yo pral ekri, epi pa ase tan reflechi sou aparans final rezime yo.

Règ pi enpòtan an sou yon rezime se, « Longè yon rezime pa janm pi enpòtan pase demach maketin lan. » Pa egzanp, anpil kandida pliye rezime yo nan ti anv-lòp pou lèt paske yo koute mwens pou poste lapòs. Konpayi travay la gen pou li depliyè rezime a anvan li li li. Fò ou santi fyè de kalifikasyon ou yo. Voye rezime ou an nanyon anvlòp 9” pa 12” pou li rive nan yon kondisyon imakile. Ou pa ta janm achte yon kostim ki pa byen pase.

Pou konpayi travay nan Massachusetts yo ki kontribye nan gid sa, prezantasyon de pwoblèm nimewo pou pi plis nan yo.

Kisa konpayi travay yo pa renmen plis nan rezime yo resevwa yo ?

- Pa anpil espas blan. Pi plis espas blan ki genyen (espas sou rezime a pi pa gen anyen ekri sou li), pi bon rezilta eksperyans travay ou ap gen.

- Enfòmasyon kache nan paragaf yo. Konpayi travay pito li enfòmasyon nan eksperyans travay ou sou yon lis ki pa nimewote (Sa ofri plis : . . wi . . . , espas blan.).

- Paragraf ak mo ki kole ansanm. Enfòmasyon ki boure nan espas twò piti.

### Konsèy sou koreksyon

Konsèy kap swiv la se kado Glenn C. Woodbury, Direktè resous imèn nan Boston Edison Company:

- Si ou ekri li sou konpitè oumenm, oubyen mande yon moun ekri li, tape li sou konpitè, TOUJOU RELI.
- Erè sou rezime ka anbarse, an patikilye lè se yon bagay ki evidan, tankou non w ki mal ekri. Li pa enpòtan konbyen ou peye yon moun pou li prepare rezime ou an, OU pèdi si gen yon fot ladan li.
- Byen reli ak anpil prekosyon. Mande yon zanmi ede ou.
- Li bwouyon an fò pandan zanmi w lan ap li kopi a.
- \* Chanje plas ka zanmi w lan epi repete etap sa a.
- Apresa li li mo apre mo pou tcheke pou fot òtograf ak pontyasyon. Si ou gen yon moun ki ofri sèvis rezime oubyen yon enprimri kap tape li sou konpitè oubyen kap konpoze li, pran tan pandan jounen an pou reli li.

## Lèt ki akonpaye ki desizif

### Prezantasyon jeneral

Lèt ki akonpaye a enpòtan epi li mande pou pran tan pou li li epi pou reli li. Yon lèt ki akonpaye ki efikas fè bon enpresyon sou konpayi travay la epi pouse pou yon pran desizyon pou entèvyouve ou. Yon lèt ki akonpay ki pa byen ekri ka fè rezime ou an ale nan pil fatra a.

Lèt ki akonpaye a se entwodiksyon w, li eksplike kilès ou ye, kote ou wè oubyen tande pale de pozisyon an, pouki ou vle travay la, epi kisa pou chèche wè nan rezime ou an. Yon lèt ki akonpaye ka gen yon ti eksplikasyon sou enfòmasyon ki nan rezime w lan. Anplis, ou ka itilize yon lèt ki akonpaye, pou eksplike salè ou fè, chanjman nan karyè, travay volontè, twou nan eksperyans travay ak nenpòt chomaj ou te genyen.

Lèt ki akonpaye jeneralman ale ak yon rezime, men yo ka sèvi tou pou chèche enfòmasyon sou yon pozisyon travay kap disponib oubyen yon korespondan ak yon kontak nètwork. Nan kèk sikonstans, yon lèt ki akonpaye dwe pou li itilize kòm zouti maketin apre yon rechèch fin fèt sou:

1. Endistri (endistri kap grandi)
2. Konpayi kap rivalize youn ak lòt nan endistri a
3. Konpayi endividyèl
4. Moun enpòtan nan konpayi an \*

\* Voyer lèt ki akonpaye ou an bay moun enpòtan nan konpayi an epi aksantye ekspètiz ak sa ou akonpli ou panse ap ede konpayi sa a grandi epi rezoud yon pwoblèm yo genyen.

**Konsèy yon konpayi travay** Konpayi travay ki patisipe nan sondaj sa rekòmande pou ou fè tout bagay ou ka pou konnen non moun ki pral li lèt ki akonpaye ak rezime ou an. Sa toujou gè bon enpak sou konpayi travay la epi fè yon bon enpresyon.

Lèt ki akonpaye a gen pou li gen ant twa ak kat paragraf epi yon paj an longè. Kèk konpayi travay sijere itilizasyon lis san nimewo pou aksantye pwèn enpòtan. Premye paragraf la gen pozisyon travay la wap fè aplikasyon pou li a epi ki kote oubyen kijan ou tande pale de pozisyon an oubyen koneksyon ou genyen ak konpayi a. Dezyèm paragraf la gen pwèn enpòtan ou vle kominike ak konpayi travay la. Pou fini, dènye paragraf la remèsye konpayi travay la pou konsiderasyon li ba ou epi eksplike kisa ou pral fè apre.



**Pwennvi konpayi travay la . . .** "Itilize menm tèm/langaj ki nan anons travay la oubyen nan deskripsyon travay la nan lèt ou an, nan sikonstans sa a, ou gen dwa fè sa ou vle. Ofri kèk enterè presi pou eksplike pou ki sa ou enterese nan konpayi a oubyen nan pozisyon an. Fini ak yon repetisyon sou sa ki enterese ou : fini ak yon fraz ki di ou pral rele pou yon randevou nan lespas yon semèn oubyen de, epi fè sa vre."

Glen C. Woodbury, Direktè resous imèn, Boston Edison Company

Pèsonalite lèt ki akonpaye a gen pou li gen konfidans epi pozitif. Pa fè twòp. Fè atansyon pou pa mete temwayaj pèsonèl. Lè wap pale de ekspètiz, fè atansyon pou yo gen rapò ak fraz sou sa ou akonpli nan rezime ou an. Tankou yon rezime, pou li efikas yon lèt ki akonpaye gen pou li adapte a endistri a, konpayi travay lan, oubyen pozisyon kote wap chèche travay la. Lèt ki akonpaye a gen pou li atire atansyon. Li gen pou li ekri sou konpitè epi li gen pou koresponn ak papyè epi konpozisyon rezime ou an. Fè byen atansyon pou lèt ki akonpaye a gen gramè ki korèk. Yon lèt ki akonpaye se yon jan konpayi travay la ka egzamine ekspètiz ak estil ou pou ekri. Wap jwenn yon egzanp nan kèt ki akonpaye nan paj 38.

Epitou, **fè atansyon pou bliyen siyen lèt la.** (Wap sezi konnen kantite moun ki bliye fè sa.)

### **Lèt difizyon jeneral**

Lèt difizyon jeneral moun gen yon ti diferans ak lèt ki akonpaye òdinè yo. Li sèvi lè poko gen yon demann pou yon rezime. Si objektif ou se kontak nètwork oubyen moun pou entèvyou pou pran ransèyman, itilize lèt pou tout moun lan. Entansyon li se pou entwodwi tèt ou ak ekspètiz ou yo san ou pa voye yon rezime. Nan paj 38 ak 39 gen egzanp sou lèt pou tout moun.

### **Atachman egzekitif**

Atachman egzekitif te devlope pou fasilite konpayi travay yo koresponn sa yo bezwen ak kalifikasyon moun lan. Li ogmante tou chans pou sa aplikan resevwa nan pwosede depistaj premye rezime a. Sipozisyon an se ke premye depistaj la ka pa gen yon bon konpreyansyon sou pozisyon ki anonse a. Epitou, lè konpayi travay yo di egzaktman sa yo vle nan ekspètiz « pisan epi kache », yon aplika ka montre nan yon seyans egzekitif – (ekspètiz pou ekspètiz / eksperyans pou eksperyans) – egzaktman sa yo genyen parapò ak bezwen konpayi travay la. Fòma atachman egzekitif la prezante egzijans pozisyon an sou bò gòch paj al epi sou lòt bò paj la se eksperyans ou ak/ oubyen ekspètiz ou ke koresponn ak egzijans sa yo. Gade nan paj 39 pou yon egzanp sou yon atachman egzekitif.

## Egzanp sou yon lèt ki akonpaye

10987 Central Street  
Natick, MA 01760

September 27, 1999

Ronald S. Lewis  
Human Services Director  
Jordan Marsh Company  
Shoppers World  
Route 9  
Framingham, MA 01701

Dear Mr. Lewis,

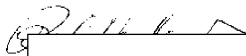
I am most interested in your advertisement for a full-time Sales Associate and feel that my qualifications and experience are well suited to your needs.

For more than five years, I have been involved in retail sales, with three years directly in Men's Apparel. As a salesperson in this department, I dealt directly with customers and provided them with individual "specialized" service.

At your earliest convenience, I would like to meet with you and discuss your personnel needs and how I might contribute to your company.

Thank you for your consideration.

Sincerely



### Lèt difizyon jeneral

Enclosure

**PATRICK A. JONES**  
10 Main Street  
Haverhill, MA 01830  
(508) 372-6967

#### MANAGEMENT

- Successfully managed 5 departments with 4 direct and 75 indirect reports within a 500,000 square foot distribution facility.
- Managed all operations successfully in a 22,000 square feet supermarket with 3 direct and 50 indirect reports.
- Managed 12 specialty stores successfully throughout Western Massachusetts.

#### TRAINING/DEVELOPMENT

- Trained and developed supervisors, department managers and store managers.
- Developed a color code system that enhanced efficiencies and productivity in the geographic shipment of merchandise.
- Initiated customer awareness program that was instrumental in increasing store sales by 100% over a two year period.

#### PRODUCTION

- Widely experienced in improving worker productivity.
- Directed the successful start-up of two departments which increased facility volume by 20%.
- Established new work methods for power equipment operators which increased their productivity by 25%.

#### ACCURACY CONTROL

- Wrote procedures for the processing of merchandise that reduced the error rate to 505 of the established standard.
- Reduced complaints from store management and purchasing by 60% on the receipt of their supplies by the institution of new policies.
- Annually revised, monitored and assured the attainment or undercutting of departmental budgets.

#### WORK HISTORY

1997 to present	T. J. Maxx, Framingham, MA <u>District Manager</u>
1989 - 1997	The Farm Stand Corporation, Everett, MA <u>Processing Manager</u>
1985 - 1989	Big L Discount, Holbrook, MA <u>Store Manager</u>

#### EDUCATION

Marlboro College, New Hampshire  
B.S. Business Administration

### Lèt difizyon jeneral

NICHOLAS T. DONALD  
53 North Street  
Williamstown, MA 46320  
(413) 855-0293

Dorothy M. Grey, M.D.  
The Caring Center  
Rt. 107 State Road  
Lenox, MA 4630

October 12, 1999

Dear Dr. Grey:

Due to changes in the economy, I have decided to leave the automobile industry and seek new opportunities in the field of counseling.

My strongest skills are:


- \* Developing supportive, therapeutic relationships with individuals.
- \* Providing empathetic, supportive counsel to individuals in crisis.
- \* Counseling individuals and groups relative to spirituality and spiritual formation.
- \* Planning, organizing and delivering effective group presentations.

Since I have made the decision to change careers, I have:

- \* Worked as a volunteer counselor-in-training at the Catholic Charities Detoxification Center in Pittsfield, MA.
- \* Completed a course in "Abnormal Psychology" at Williams College in Williamstown, MA.
- \* Enrolled in two courses, "Drugs and Addictions" and "Small Group Counseling", at Western Massachusetts Community College, Lanesborough, MA.
- \* Served as an area coordinator for the Christian Recovery Association of New England (CRANE) for Western Massachusetts.
- \* Joined an Adult Children of Dysfunctional Homes group for personal and professional growth.

I have sent you this material on the chance you might be looking for some-  
one who is interested in counseling. I would be delighted to meet personally with you to discuss how I might be of service to you.

Sincerely,

  
Nicholas T. Donald

Enclosure

### Atachman egzektif

Rev. Robert A. Harris  
96 Acorn Road  
Bellingham, MA 02029  
(508) 123-4567

November 4, 1996

Matthew Rubinstein  
NETWorks  
Enable, Inc.  
54 Industrial Park, Suite 222  
Plymouth, MA 02360

Dear Mr. Rubinstein:

I am responding to your letter of October 27, 1992, addressed to Mr. Leroy Jones of the Department of Employment and Training, which indicates you are seeking applicants for the position of Job Coach. I would like to be considered for this position.

Your Requirements

2 years full-time work in counseling guidance, or education of the physically, mentally, or emotionally disabled.

A bachelor's degree or higher with a major in counseling, etc.

I Provide


15 years as a minister to churches of approximately 100 members in which I provided many hours of counseling and guidance for teenagers, adults and seniors every week. In addition, I and my wife have raised a diabetic son (23 years old) and assisted her parents in the care and management of her mentally handicapped brother (57 years old).

Masters of Divinity with courses in counseling, education and administration. In addition, I just completed a course in "Abnormal Psychology" and am presently taking 2 courses "Drugs and Addictions" and "Group Counseling" at Brown University.

All of the other skills you list I have developed and utilized effectively in a number of settings: Minister, Council On Aging board member and chairperson, automobile sales manager, parent of three grown children and a substance abuse counselor.

You will find a copy of my resume enclosed with this letter. I look forward to your reply.

Sincerely,

  
Rev. Robert A. Harris

Enclosure

