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WRITING YOUR WRITING JOB DESCRIPTION

By Mary Anne Hahn

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Have you ever heard about the "motivational" concept of writing your own obituary?

The idea is, you write what you would like your obit to say, by summarizing all those accomplishments that you most want to achieve during the course of your life. Motivation gurus suggest that this enables us to focus on what's most important to us, while discarding those activities that truly don't matter in the long run.

Along similar—but less morbid—lines, I believe that we writers might find it helpful if we took the time to write our own writing job descriptions. If we could lead the writing lives of our dreams, what types of writing would we be doing? Who would our customers and/or readers be? In what niches would we specialize? What would we consider to be our strongest skills, our areas of expertise?

Or let's say that you want to diversify your writing goals. You could develop a job description for each niche. In this way, you could identify the experience and skills you already possess, and which ones you still need to work on.

Here's an example: suppose one of your writing career goals involves writing profile articles—of celebrities, politicians, business leaders, scientists, or just ordinary people who do extraordinary things. What attributes would such a writer need to possess? Excellent interviewing skills, obviously. Research skills would help as well; you certainly wouldn't want to walk into the interview with absolutely no background knowledge of your interviewee or his/her subject matter. Attention to detail would come in handy, too. What

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is your interviewee wearing? What can you say about his smile, or her vocal qualities? What does the interviewee's home or office tell us about him?

So your profile writing job description might look like this:

Job Title: Profile Article Writer

Job Description: Interview famous, influential and or interesting people, and write article profiles on them for publication in local and national magazines.

Skills/Experience Needed: Excellent writing skills and attention to detail required. Experience in conducting interviews with people in a wide variety of occupations. Proven online and library research skills. Knowledge of publications with a track record of running article profiles.

Do you see how creating a writing job description for yourself might help direct you towards the kinds of writing assignments that you want to land? If so, spend some time today developing your own.

Mary Anne Hahn is editor and publisher of WriteSuccess, the free biweekly ezine of ideas, information and inspiration for people who want to launch and maintain successful writing careers. To subscribe, [mailto: writesuccess-subscribe@yahoogroups.com](mailto:writesuccess-subscribe@yahoogroups.com)

Tips For Writing Your Winning Resume

By Gabriel Adams

Your resume is one of the most important documents that you will create in your lifetime. Many times an employer will not even give you a chance at a job without a stellar resume. Usually the difference between getting a job interview and not getting a job interview is how well you write your resume. You usually can not speak to your prospective employer until they have first seen your resume, so your resume writing has to do the speaking for you. Writing a resume is not very difficult if you just remember a few basic techniques.

1. **Career Objectives** - The career objective section should be located at the top of your resume. This section should contain your career goals and aspirations. It is a good idea to tailor this section so that it applies to the job which you are applying. This will let your prospective employer know that you are interested in the job, and that this job is a step towards your overall career objectives.

2. **Work History** - Make sure when you are writing your resume you give your last three jobs in your work history. Also if for some reason there are gaps in your work history make sure you write an

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explanation for the absence on your resume. Also, when you are writing about the tasks you performed on this job, try to emphasize the tasks that relate the most to the job you are trying to get.

3. Skills Section - This section is the most often overlooked when someone is writing a resume. However the skills section is the most important section in a resume. You want to make sure that you list all of the skills you have obtained, as well as the amount of experience that you have in each skill. This is very important to employers, because it tells them how much training they will have to give you if you are hired.

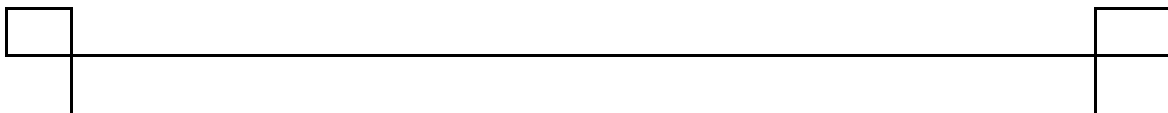
4. References - Depending on the job you are applying for, an employer may or may not contact your references for information about you. If they try to contact your references and they can not contact them, it will reflect poorly on you, and you might not get called in for an interview. Make sure that you keep your contact information current when writing your resume, and notify your references when you submit a resume so they will be prepared to be contacted if necessary.

Check out

to help you write your winning resume.



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