

# Chapter 15—The Job Search

## Grace McDougal

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### CAREER OBJECTIVE

To work as a documentation specialist developing information products for hardware and software applications.

### SUMMARY OF QUALIFICATIONS

- Excellent computer skills: word processing, graphic design, Web design, online help
- Writer, editor and communications officer with 12 years experience in government and private industry
- Experienced tutor and trainer
- Well-organized self-starter, experienced in project management

### PROFESSIONAL EXPERIENCE

#### Writing Skills

- Specialized in writing about complex issues, including science and technology
- Able to make complex issues interesting to read about and easy to understand
- Prepared a wide variety of documentation, marketing and public relations materials
- **PORTFOLIO:** Documentation samples available upon request.

#### Computer Skills

- Experienced with desktop publishing (PageMaker, FrameMaker)
- Adept at word processing (Word, WordPerfect), spreadsheets (Excel) and Web design  
Well-versed in creating online help (Robohelp, HCW.EXE)
- Know fundamentals of C++
- Familiar with Windows 98 and system hardware
- Proven ability to learn new programs on the job
- Typing speed: 60 words per minute

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## Project Management and Editing Skills

- Worked as an editor for complex technical manuals
- Set and managed production schedules
  - Coordinated work of writers, researchers, copy editors, designers and printers
  - Arranged contracts for services with the best quality and prices
  - Ensured budgets and deadlines were met

## **EDUCATION**

### Technical Writing, Northern College

- To graduate in 2004
- Learning on-line documentation, FrameMaker, telecommunications technology, document planning and management as well as technical writing techniques

### Computer Programming, Northern College

- Completed 7 of 21 courses
- Learned C++, Oracle, MS Access, Excel, Windows

### Bachelor of Journalism, Harmer University

- Majored in print, radio and television journalism
- Studied French language and literature
- Specialized in science and technical writing in final year; received a mark of A-

## **WORK HISTORY**

- Agriculture Canada, Writer and Project Officer, 2003
- City of Winchester, Technical Writer and Editor, 2000
- Canada Post, Writer, Researcher and Editor, 1998-1999
- Canadian Coordinating Office for Health Technology Assessment, Editorial Assistant, 1997-1998
- Nortel/Active Systems, Technical Editor, 1997
- Federal Government, Communications Advisor, Writer and Editor, 1991-1996

## **REFERENCES**

AVAILABLE UPON REQUEST

## **Sample 15-2**

Combined Résumé