

DEBORAH L. SCHUSTER, CPRW

The Lettersmith Career Marketing
Phone: (734) 586-3335
Fax: (810) 582-8431
e-mail: lettersmith@chartermi.net
web site: www.thelettersmith.com

SUMMARY OF QUALIFICATIONS

- Over 14 years of experience in resume writing, job search coaching, and interview training.
- **Certified Professional Resume Writer** since 1994, and the first CPRW in Monroe County, Michigan.
- Member of the Professional Association of Resume Writers & Career Coaches.
- Nationally published resume expert, with over 45 resumes selected for publication in numerous resume books, as well as the Training Manual of the Professional Association of Resume Writers.

EXPERIENCE

THE LETTERSMITH CAREER MARKETING, Newport, Michigan 1990-Present
President / Certified Professional Resume Writer

Provide highest-quality resume writing and design. Develop *results-oriented* resumes through a customized Skills Inventory Profile combined with an in-depth consultation process. Coach clients in proactive self-marketing strategies and interviewing. Guarantee interviews within 30 days, or we rewrite the resume at no charge. Skilled in resume design, from conservative to creative layouts.

PUBLICATIONS

- *Expert Resumes for Teachers & Educators* (JIST, 2002)
- *Gallery of Best Resumes, Second Edition* (JIST, 2001)
- *Expert Resumes for Computer & Web Jobs* (JIST, 2001)
- *Professional Resumes for Executives, Managers, & Other Administrators* (JIST, 1998)
- *Resume Winners from the Pros* (Impact, 1998)
- *America's Top Resumes for America's Top Jobs* (JIST, 1998)
- *101 Best Resumes* (McGraw Hill, 1997)
- *101 Best Cover Letters* (McGraw Hill, 1999)
- *Gallery of Best Resumes for Two Year Degree Graduates* (JIST, 1996)
- Contributor to the *Training Manual of the Professional Association of Resume Writers* (1999).
- Contributor to the *PARW Spotlight* - the newsletter of the Professional Association of Resume Writers.
- *National Business Employment Weekly* – Featured Resume Makeover “Can This Resume Be Saved?” column (Dow Jones, November 1998).
- Quoted as a resume and job search expert in *The National Business Employment Weekly's* “Fast Tracks” Column, *The Detroit News*, and *The Monroe Evening News*.

PUBLIC SPEAKING

Present numerous resume and job search workshops to colleges, universities and high schools across Southeast Michigan.

EDUCATION & CERTIFICATIONS

Certified Professional Resume Writer, 1994
Professional Association of Resume Writers & Career Coaches (Member since 1992)

University of Michigan-Dearborn, Dearborn, Michigan
Business Management / Writing / Marketing

Spring Arbor College, Spring Arbor, Michigan
Business Management

COMPUTER PROFICIENCIES

MS Word (proficient with advanced features)
MS Excel (spreadsheets)
MS Publisher (desktop publishing)
MS Outlook and Outlook Express (email, calendar, and organizer)
MS Front Page (web page design)
Windows XP
Paint Shop Pro (Image and photo editing)
Quickbooks & Quicken (accounting and financial management)

INDUSTRY EXPERTISE

Management & Executive
Information Technology / Computers
Engineering
Automotive
Sales & Marketing
Human Resources
Finance & Accounting
Banking
Health Care & Medical
Psychology / Social Work / Human Services
Administrative & Clerical
Education Resumes & Teaching Philosophy Statements
Skilled Trades & Manufacturing
Construction
Students & Entry Level
Government / Federal Resumes & KSA's
International CV's
Physician CV's