

# EVAN RATLIFF

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## OBJECTIVE

To obtain a senior position utilizing my 10+ years experience in pursuit of employment.

## RELEVANT ACCOMPLISHMENTS

### **Curriculum vitae developer** (1994-present)

Composed multiple résumés, directing all formatting and layout decisions in various word processing software. Formulated and detailed objectives, accomplishments, and so forth. Utilized bold, italics, and headers and footers. Spell checked (fewer than 20 errors); printed on heavy stock paper.

### **Freelance career seeker** (1995-present)

Reviewed classified job listings and contacted a wide range of businesses and organizations, electronically and via regular mail. Provided extensive documentation of employment-seeking intentions. Followed up daily via phone. Adhered to court order mandating cessation of calls to Dycobix, Inc.

### **One-on-one profession planner** (1996-1998)

Participated in interviews with various firms and groups. Engaged in lengthy Q&As with human resources experts on occupational issues, including half-hour review with Chad Kamp of Screebo.com. Apologized for spilled coffee, profanity. Offered to clean up. Accompanied security escort off premises.

### **Government procurement expert** (1998-1999)

Coordinated personal receipt of assistance funds from the United States government.

## EDUCATION AND AWARDS

The Career Cubbyhole, 1994

"Beginning Resume Writing"; completed sample resume

F.R.E.S.H. Center, 1998

"Skills for Managing Anger"; audit (court-ordered)

Indian Hills Four-Square Champion, 1982

## SKILLS

**Computer skills:** Fluent in Monster.com, HotJobs.com, touch-typing, Kinko's printing and faxing.

**Language skills:** English (fluent), Spanish (food names).

## INTERESTS



Work, making a difference (see OBJECTIVES, above)



Macramé

**REFERENCES OBTAINABLE UPON REQUEST (REQUIRE 3 WEEKS NOTICE)**