

# Sharon Williams

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## World's Best Résumé Writer

*Published Writer • Adjunct Instructor • DISC Assessment Administrator*

**Internationally recognized expert in career document development for self-directed jobseekers.** Coach clients on behavioral-based interviewing, personal branding, and networking strategies. Maintain loyal relationships and a commitment to quality work that leads to a continuous stream of national referrals. Career-related documents showcased in 10+ résumé and cover letter books, and numerous articles requested for associational publications. **Combine passion for writing and passion for teaching.**

### WORK CHRONOLOGY

JOBROCKIT, Owner / Guru	1997 – PRESENT
<i>Adjunct Instructor</i>	
OWENS COMMUNITY COLLEGE, Findlay, OH	1993 – PRESENT
BOWLING GREEN STATE UNIVERSITY, Bowling Green, OH	1998
OHIO NORTHERN UNIVERSITY, Ada, OH	1994

### PROFESSIONAL AFFILIATIONS, CERTIFICATIONS & NATIONAL AWARDS



### CAREER DIRECTORS INTERNATIONAL (CDI), member since 2003

TORI (*Toast of the Résumé Industry*) Résumé Competition Judge, 2010  
**"World's Best Résumé Writer" designation** (*Professional Vote*), 2008  
Two-time Nominee for TORI awards, Convention Seattle, WA – 2008  
**Winner – \*Best Executive Résumé\* & \*Best Cover Letter\***  
Three-time Nominee for TORI awards, Convention San Antonio, TX – 2007  
**Winner – \*Best New Graduate Résumé\* and \*Best Cover Letter\***  
Five-time Nominee for TORI awards, Convention Orlando, FL – 2006  
**Winner – \*Best Executive\* & \*Most Creative\* Résumés**  
Three-time Nominee for TORI awards, Convention Indianapolis, IN – 2004  
**Winner – \*Most Creative Résumé\***

### CAREER MANAGEMENT ALLIANCE (*formerly Career Masters Institute*)

Advisory Board Member – College Graduates  
National Conventions: San Diego, CA – 2002; Kansas City, MO – 2003;  
Denver, CO – 2005; San Francisco, CA – 2006

### PROFESSIONAL ASSOCIATION of RÉSUMÉ WRITERS & CAREER COACHES (PARW/CC)

**Certified Professional Résumé Writer (CPRW)**, 2001  
PARW National Conventions: St. Pete, FL – 2001; Dallas, TX – 2002;  
Las Vegas, NV – 2003  
**Five-time Winner of "Best Résumé / Cover Letter" Honors** at conventions



CHAMBER OF COMMERCE – Hancock County, Findlay, OH  
Workforce Development Network, Chamber Committee Member – 2006  
*Pi Sigma Epsilon*, Professional Member of *Eta Omega* Chapter  
**Workshop Presenter**, National Sales & Marketing Convention,  
Cincinnati, 2003; Reno, 2004; Minneapolis, 2006; Dallas, 2008

### EDUCATION / HONORS

BOWLING GREEN STATE UNIVERSITY, Bowling Green, OH  
**M.Ed. in Postsecondary Business Education** (Graduate Assistant)  
**BSBA in Business Administration**

- Mortar Board – Fayette M. Paulsen Cap & Gown Chapter
- *Delta Pi Epsilon* and *Pi Omega Pi* (Honorary Business Education Fraternities)

**PUBLISHED WORKS**



**Résumé Writers' Digest**

PARW **Spotlight**  
American Business  
Women's Association  
**PMC Spotlight**, Phoenix, AZ

*Pi Sigma Epsilon*  
**Dotted Lines**

*Pi Sigma Epsilon*  
**Dotted Onlines**

www.Bio.com  
Career Masters Institute  
**Articles at Your Service**  
**E-Bridge Newsletter**

**Résumés & Cover Letters Featured in Following Publications**

- America's Top Résumés for America's Top Jobs (Michael Farr)
- Best Résumés for College Students and New Grads (Louise Kursmark)
- Expert Résumés for People Returning to Work (Enelow & Kursmark)
- Expert Résumés for Managers and Executives (Enelow & Kursmark)
- Expert Résumés for Health Care Careers (Enelow & Kursmark)
- Gallery of Best Résumés, Third Edition (David Noble)
- Gallery of Best Résumés for People without a Four-Year Degree
- Gallery of Best Cover Letters, Second Edition (David Noble)
- Résumés that Knock 'em Dead, Fifth Edition (Martin Yate)
- Cover Letters that Knock 'em Dead, Fifth Edition (Martin Yate)

**Published Articles**

- "Designing a Professional Image," January/February 2005
- "Invaluable Insight into Internships," September/October 2004
- "Workshops Create Win-Win Opportunities," July/August 2004
- "Passion: Born to Run," March/April 2004
- "Business Etiquette for the Boardroom of the Future," January/February 2004
- "Top Ten Typographical & Grammatical Slip-Ups," November/December 2003
- "How to Handle Hyphen Havoc," September/October 2003
- "The Quantifiable Value of 'Page 2,'" July/August 2003
- "Understanding and Marketing the Skill Set of Generation X," May/June 2003
- "Do You 'Send' Your Very Best?," March/April 2003
- "College Student Strategies to Maximize Career Fair Experiences,"  
January/February 2003
- "Are You in *Agreement?*: Noun/Pronoun Principles Revisited,"  
November/December 2002
- "How to Harness the Power of Words," September/October 2002
- "Write-Tight Strategies for a Higher Level of Communication," July/August 2002
- "Résumé Writers: Does Your Tone Need a Tune-Up?" May/June 2002

"Polish Your Writing With a Business Class," May 2002  
"Before You Click Send ... Are You a Good Netizen?" February/March 2002

"Strategies to Maximize Career Fair Experiences," February 2003  
"How to Create a Résumé with an Edge," November 2002

**Online Published Articles**

- "Business Etiquette for the Boardroom of the Future," February 2004
- "Cover Letters: Say It and Sell It From the Heart," November 2003
- "The Quantifiable Value of 'Page 2'"
- "Are You a Good Netizen?: Email Strategies for the Job Seeker"
- "How to Create a Résumé with an Edge: Five Key Strategies for College Students"
- "Cover Letters: Say It and Sell It From the Heart," January 2004