

Figure 3; Sample "Targeted Section" Chronological Resume:

## VICKI VULCAN

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### Career Objective:

An entry-level position on a newspaper editorial staff.

### Editing / Reporting Skills:

Student newspaper editing and reporting experience. Bilingual Japanese/English. Conversational Spanish. Proficient in use of IBM-PC, familiar with MacIntosh operating system. Extensive experience with Microsoft Word and Pagemaker.

### Education:

#### **Bachelor of Arts in English**

UNIVERSITY OF HAWAII AT HILO

May 2003

GPA: 3.46

Independent Research Project: Wrote a 40 page report on Japanese influences on Hawaiian culture. Researched current periodicals covering cultural, educational, economic, and social issues.

### Writing Experience

#### **Contributing Writer**

KE KALAHEA, UH HILO

2000 - 2002

- Authored articles targeting Asian American issues for university student newspaper
- Researched community issues and interviewed prominent community leaders.

#### **Program Coordinator/Editor**

NATIVE HAWAIIAN EDUCATION PROJECT, UH HILO

1998 - 2000

- Compiled and edited a 20 page training manual for volunteers.
- Expanded program to include 3 additional elementary schools in East Hawaii.
- Recruited and trained student volunteers to work with at-risk elementary school children.

### Related Experience:

#### **Assistant Manager**

ISLAND FURNITURE, Hilo, Hawaii

2000 - Present

- Joined firm as sales associate; rapidly promoted to assistant manager.
- Created ad copy and developed other promotional materials.
- Composed a variety of business correspondence.

#### **Office Assistant**

THOMAS TEMPORARIES, INC., Hilo, Hawaii

1998 - 2000

- Enhanced administrative skills and became proficient in the use of computers.
- Received several offers for permanent employment based on excellent performance.