

Richard White

Amsterdam, NY

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518-866-6237

Dear Hiring Manager,

I am excited to apply for opportunities in the professional and creative writing sector, where I can combine my background in creative and professional writing with my experience in technical documentation and cross-functional collaboration. I am eager to contribute to organizations by producing clear, engaging content that drives understanding and impact.

I am currently completing my Bachelor of Arts in Creative Writing and English with a concentration in Fiction and a minor in Professional Writing at Southern New Hampshire University; I have developed strong skills in crafting narratives that distill complex ideas into accessible formats. My self-publishing experience, including authoring three Amazon best-sellers in the poetry category, has refined my ability to create, organize, and edit high-quality content using tools like Microsoft Office Suite, ProWritingAid, and Scrivener.

In my role as EMS Lieutenant at Perth Volunteer Fire Company, I designed and implemented training programs, ensuring clear communication of complex protocols to diverse audiences. As a CPR Instructor and EMT, I further honed my skills by creating instructional materials tailored to various stakeholders, balancing technical precision with accessibility. These roles demonstrate my ability to manage projects, collaborate across disciplines, and create user-centered documentation.

I am passionate about writing that supports meaningful causes and engages audiences. My career in emergency services has shown me the power of clear communication in critical moments, and I am committed to bringing that same precision and thoughtfulness to professional writing projects.

I am confident that my attention to detail, creative expertise, and ability to adapt to different writing styles make me a strong candidate for roles in this field. Thank you for considering my application. I would welcome the opportunity to contribute my skills to your team.

Sincerely,
Richard White

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Objective

As an experienced writer with strong research skills, I am excited to work for your freelance, technical, professional writer position. With a passion for creating well-researched, high-quality writing, I am confident in my ability to adapt to a variety of topics and write clear, engaging material. I am committed to being reader engaged, with a focus on delivering the story. I am eager to contribute my writing expertise while further developing my skills and collaborating with a team that values creativity, organization, and learning.

Education

Southern New Hampshire University (SNHU)
Bachelor of Arts in Creative Writing and English
(Expected: June 2025)

- Concentration: Fiction
- Minor: Professional Writing

Relevant Experience

Inner Flame Press, Perth, NY

Author

April 2010–Present

- Self-published author of poetry and fiction.
- Achievements: 3-time Amazon best-seller in the mental health poetry category and western historical fiction; Top ten finalists in a poetry award; Editor's Choice Award in poetry.
- Developed and executed marketing strategies across all social media platforms to engage readers.

- I managed the entire publishing process for the book, including formatting, cover design, and distribution on platforms like Amazon Kindle and IngramSpark.

Perth Volunteer Fire Company

EMS Lieutenant

August 2020–November 2023

- Led a team of emergency responders, ensuring efficient and coordinated responses to critical situations.
- Developed and implemented training programs, improving team readiness and response times.
- Demonstrated strong communication and problem-solving skills in high-pressure environments.

Lake Valley EMS

EMT, CPR Instructor

June 2022 – Present

- Provided emergency medical care and instructed CPR courses to community members.
- Enhanced public health awareness through education and hands-on training.
- Training new hires, focusing on the roles, responsibilities, and operations as EMTs within the company.

Skills

- **Writing and Editing:** Proficient in crafting compelling narratives and editing for grammar, style, and content.
- **Project Management:** Experienced in leading teams and managing projects from inception to completion.
- **Communication:** Strong verbal and written communication skills, capable of providing clear and constructive feedback.
- **Organization:** Highly organized, adept at managing multiple tasks and deadlines effectively.
- **Technical Skills:** Proficient in Microsoft Word, Final Draft, ProWritingAid, Grammarly, Adobe Digital Editions, and Scrivener.
- **Self-Publishing:** Expertise in self-publishing on Amazon Kindle, IngramSpark, Lulu, and Smashwords, including book formatting, ebook formatting, and cover design.

Achievements

- Successfully led a team of emergency responders, enhancing the operational efficiency of the Perth Volunteer Fire Company.
- Developed a training program that significantly improved team readiness and response times.
- Achieved multiple best-seller recognitions as a self-published author.

Relevant Projects

Creative Writing Portfolio

- Developed a diverse portfolio of essays, articles, short stories, and screenplays.
- Participated in workshops, providing and receiving detailed feedback to refine writing skills.
- Written 11 chapters of a fiction novel in the Urban Fantasy genre as part of a two-term project.
- Successfully organized and operated a live online authors convention, Brain to Books and LitCon, creating a platform for indie and self-published authors.

Additional Information

- Professional Affiliations: Member of Sigma Tau Delta, the International English Honor Society.
- Volunteer Work: Engaged in community service activities, including organizing local book drives and literacy programs.

References

Available on request