

New for Fall 2009 from Kathy Graham and HIGHEST QUALITY SCRIPTS PRESS

# GRAHAM'S MANUAL OF STYLE for RESUMES and COVER LETTERS

DOES YOUR RESUME SELL YOU  
AS WELL AS YOU DESERVE?

*A great resume is now "a must"—not an option.*

Don't you deserve a resume that really sells you? If your answer is yes, then award-winning executive recruiter Kathleen A. Graham will show you how to transform your resume into the powerful effective marketing tool that you should have to move your career upward.

Numerous side-by-side "before" and "after" examples, drawn from Graham's real world files, show you how to fix resume and cover letter errors, what the Eight Essentials are, what your summary must contain, and how to handle special situations. Find out what errors will get your resume tossed immediately into the wastebasket.



## GRAHAM'S MANUAL OF STYLE for RESUMES and COVER LETTERS

Kathleen A. Graham



HIGHEST QUALITY SCRIPTS PRESS  
NAPERVILLE, ILLINOIS

*"Ms. Graham was able to take my 3-page resume and turn it into a single page, fine-tuned with precision, depth, and a powerful statement of my 30 years of experience. Never before has one page generated so many positive responses!"*  
—Senior Vice President, major hedge fund.

*"I am Example #4. The formatting that Kathy employed to transform my resume is extremely useful for people like me who have a large amount of information to convey in a concise manner. My resume now focuses on the professional writer's most important product: my scripts. With other types of resumes, this information overlaps. Like most playwrights and script writers, I've had numerous plays produced in many different locations. I finally have a format that shows off my work in an organized yet condensed fashion."*  
—A budding NYC playwright.

*"I have an unconventional background with two major problems. First, my resume made me look like a job hopper due to working at several startups that all failed. Second, I'm trying to make a career transition into the finance industry in a very difficult market. I've worked with career counselors and resume writers in the past but did not feel like I had a good resume. With Kathy's creativity and knowledge of the finance industry, she helped me completely turn my situation around. She's highlighted my talents in a way that isn't automatically screened out by recruiters or human resources. I now have a resume that really sells my strengths."*  
—Senior IT consultant with a recent MBA in Analytic Finance.

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## MEET KATHY GRAHAM

- Kathleen “Kathy” Graham is a Principal with HQ Search, Inc., a retained executive search firm specializing in financial services positions globally that she co-founded in 1997. Her clients are asset/money management companies; domestic money center, international, and suburban banks; investment/merchant banks; consulting firms; corporations; credit rating services; pension funds; real estate developers; trading institutions/hedge funds; and private equity/venture capital firms. Kathy focuses on placing talent with base salaries ranging from \$100,000 to \$1,000,000+. She routinely advises senior management of clientele firms with the latest market intelligence regarding economic conditions, emerging trends, and potential developing hazards to their business in addition to providing significant input into their hiring and marketing strategies.
- Kathy was a first-day keynote presenter at the Chicago Federal Reserve’s 2009 Ninth Annual Private Equity Conference. Her topic was how to more effectively use a firm’s human capital to improve performance.
- At the request of The CFA Society of Chicago, Kathy created a career event, *Your Career Strategist™*, for their members. This event sold out in 2 hours the first day it was announced. Survey results from attendees: 100% found value in their session and 100% said Graham “provided useful suggestions for modifying their resume” and “formulated a successful career strategy in their field.” Kathy has also been a speaker for numerous other local and national finance-related groups, including the Managed Funds Association and Financial Research Associates.
- For the last seven years Graham has issued an annual financial services job forecast, which to date has been completely accurate in forecasting the overall prevailing trends and hot jobs/dud jobs for each finance sector. She also started three new companies in 2006: HQ Seminars, Inc. (custom designed financial niche and in-house seminars); HQ Scripts, Inc. (editing and creation of financial articles, books and newsletters); and HQ Services, Inc. (financial services compensation studies, brainstorming/focus groups).
- Kathy’s latest book is *Graham’s Manual of Style for Resumes and Cover Letters*, published in September 2009. Her articles, which have appeared in publications such as *Financial Engineering News* and *Financial History*, include a seminal paper in 2006 predicting the unprecedented changes in the global financial marketplace. Her first children’s book, *The Land of Lemons and Nuts*, published in 2008, teaches economics to children ages four through nine and is available in English, French, and Spanish.
- Graham obtained her MBA in Finance, Analytic Finance, and Econometrics & Statistics from the University of Chicago. She received the University of Chicago’s Booth School of Business “CEO” award in 1998, and later for four years was the Global Chair of their alumni Finance Roundtable. She is also an active member of 100 Women in Hedge Funds, the CFA Institute nationally and locally, Chicago Financial Women, Hedge Funds Care, QWAFEFW, GARP, and PRMIA.

