

RANDOM HOUSE PUBLISHING

Company

Description

The Crown Publishing Group is a division of Random House Publishing which is the world's largest general trade book publisher. Books published with the Random House imprint are sold in most every country in the world. Random House has subsidiaries and affiliated companies for English-language publishing in Canada, the United Kingdom, Australia, India, New Zealand, and South Africa. They also maintain publishing houses in numerous non-English speaking countries.

Random House a division of Bertelsmann AG, one of the largest media companies in the world. They are involved in television and radio; they publish numerous books, magazines, and newspapers; they offer media and communication services as well as club and direct marketing businesses. Operating in over 50 countries and sustaining over 100,000 employees Bertelsmann's headquarters is in Germany.

The Crown Publishing Group, which is advertising the position, specializes in narrative nonfiction, memoir, history, science, politics, psychology, economics, and other social issues.

Job Duties

Responsibilities include reading and evaluating manuscripts, writing and editing copy, coordinating the editorial and production process, as well as administrative tasks and special projects.

Qualifications

- Strong communication, writing, and computer skills
- A creative self-starter
- Well-organized and detail-oriented
- Ability to be pro-active and to multi-task
- Ability to meet deadlines and work independently

Experience

- Prior office/internship is necessary
- Book publishing experience preferred

Contact

Random House, Inc.
Human Resources
1745 Broadway
New York, NY 10019
Phone: 212-782-9000
Submit resume online at <http://careers.randomhouse.com>

Job information found at www.indeed.com
Company information found at www.randomhouse.com

Robert T. Weber

374 Fairmount Avenue
Chatham, NJ 07928
973-635-3964
bobweber58@verizon.net

February 9, 2013

**Random House, Inc.
Human Resources
1745 Broadway
New York, NY 10019**

Dear **Human Resources**:

Experience is a trump card useful in any job, and I believe my experience as a minister has helped me develop qualities unique to what is needed for the job of editorial assistant: communication skills, people skills, and personal time management.

Speaking and writing regularly have enabled me to hone my communication skills in producing both written and oral presentations. In addition working with people has taught me the ability to listen to and work effectively with different personality types. Moreover, during all this time I have worked independently without the benefit of a secretary. I have performed numerous administrative duties like publishing newsletters, organizing events, and conducting meetings.

In addition to my experience my undergraduate degree in English and graduate degree in Religious Studies have given me a broad area of reading and knowledge useful in assessing the many types of books published by Crown Publishing. My Masters in Professional Writing degree will further enhance my ability to work in such an environment.

I am willing to meet in person at your convenience.

Sincerely,

Robert T. Weber
Enclosure

Robert T. Weber

862-812-8862

Bobweber58@verizon.net

Career Focus	Writer/Editor responsibilities with a book publisher	
Experience Summary	<ul style="list-style-type: none">• Experienced in writing press releases, book reviews, weekly speeches, and class material.• Well-versed in proofreading for newsletters and bulletins.• Strong technical command of grammar; familiarity with numerous writing styles; commitment to excellence in the use of English grammar and writing.• Competent office manager; good interpersonal skills.• Experienced manager in various settings: teachers, volunteers, and apartment residents.• Well-read in history, psychology, sociology, economics, and religion.	
Education	M.A., Professional Writing – New England College, Henniker, NH M. A. R., Religious Studies, Harding School of Theology, Memphis, TN B.A., English, Missouri State University, Springfield, MO	May 2014 1981 1977
Professional Experience	<p>Minister – Chatham Church of Christ, Chatham, NJ</p> <ul style="list-style-type: none">• Write and deliver weekly speeches.• Manage office and oversee spiritual needs of members.• Produce curriculum for numerous age groups, edit newsletters, and generate press releases.• Developed and wrote material for web site.• Published numerous book reviews. <p>Minister – South Easton Church of Christ, South Easton, MA</p> <ul style="list-style-type: none">• Wrote and delivered weekly lectures and classes.• Oversaw adult and children’s educational programs.• Conducted business meetings.• Provided personal guidance and mentoring. <p>Instructor (part-time), Sight Director – The Princeton Review, Princeton, NJ</p> <ul style="list-style-type: none">• Taught verbal portions of SAT entrance exam.• Coordinated teachers, provided introductory lectures, and acted as liaison between site facility and office management. <p>English Tutor (part-time) – New Providence Learning Club, Summit, NJ</p> <ul style="list-style-type: none">• Instruct in SAT college-prep test; assist students in writing college essays.• Develop techniques for grammatical, reading, and writing portions of SAT.• Tutor all ages in writing techniques.	7/87 - Present