



Gayle Howard is a veteran of the Australian résumé-writing industry. Acknowledged for her in-depth understanding of careers across all sectors, and her probing, intuitive questioning, Gayle has developed a talent for unearthing “nuggets of gold”—transforming mundane tasks into a showcase of unique talents that snare interviews for the clients she serves.

Australia’s first Certified Expert Résumé Writer and Credentialed Career Master, Gayle has amassed a formidable array of awards for her writing prowess including the coveted Best Résumé Award in 2000 and 10 TORI (Toast of the Résumé Industry) Awards between 2002 and 2004 for Best Executive Résumé (2003 and 2004), Best International Résumé (2002 and 2003), Best New Graduate Résumé (2002, 2003, and 2004), Best Re-Entry into the Workforce Résumé (2002), Best Professional Résumé (2004) and Best Military Transition Résumé (2003).

Gayle Howard’s high-impact résumé and cover letter examples now feature in sixteen international career books by best-selling authors including David Noble, Wendy Enelow, Louise Kursmark, and Mike Farr. As a distinguished

member of the professional résumé-writing community, Gayle is a sought-after mentor for new writers electing to enter this field of specialised writing.

With more than 8500 résumés, and countless executive biographies and cover letters to her credit, Gayle’s work is featured in the worldwide distribution of ResumeMaker™ software, and she is an author in her own right with the release of her book “PS...You Need a Résumé!” in 2001. This “how-to” book was considered so thorough, that it became a required resource for résumé-writing peers to gain international certification with the Professional Résumé Writing and Research Association based in the United States of America.

Residing in Australia’s “most liveable city” of Melbourne, Gayle never anticipated the success of her then budding enterprise, Top Margin—a small business she launched in March 1990 with great enthusiasm and the desire to help people secure the job of their dreams as her primary business plan. Supported by many years in customer service for a public utility, and later as an office manager in the insurance sector for a series of senior executives, Gayle had been exposed to virtually every type of personality, problem, and conflict. These experiences provided the foundation for the empathy she displays to her clients in what is often a tumultuous time in their lives, and cemented her commitment to excellence in customer service—a philosophy that continues to the present day—evidenced by winning the Australian Achiever Award in 2003 with an outstanding 99.79% survey score from clearly satisfied customers, and scoring a “Highly Recommended” in 2004 with clients providing a 100% satisfaction score for the “Care and Attention” category.

The Australian Careers Advisor for the phenomenally successful Going Global website, Gayle is also the International Résumé Specialist for Association of Online Resumes and Career Professionals, was the first Australian Representative for the Professional Résumé Writing & Research Association, and is a pioneer in Australia, celebrating the new millennium by being the first to pass the stringent examination to become a Certified Professional Résumé Writer from the Professional Association of Résumé Writers and Career Coaches in 2000. Most recently Gayle has added another credential to her impressive list of qualifications, passing examination as a Certified Web Portfolio Practitioner with the PRWRA.

Today, Gayle has a richly satisfying professional life, having built a specialist practice in executive career marketing—from résumés and broadcast letters, through executive portfolios, multimedia CD presentations, web-portfolios and biographies for some of Australia’s most prominent business leaders.

Despite the massive workload, Gayle still personally writes each document—from graduates to executives as her clients “deserve, and pay for the best.” Gayle’s writing exudes class, sophistication, and passion for the written word. Indeed “passion” plays an integral part of her favourite term—“Occupassion.”

“Occupassion” says Gayle, “is a term that defines my work; it represents goals I will achieve no matter what the odds and for the challenges I aim to conquer. It is what I want for all of my clients; to enjoy a career they’re passionate about.”

Every area of Top Margin bears Gayle Howard’s distinctive stamp of strong creativity, cutting-edge ideas, and frank, honest communications. A one-person, dynamic marketing team, Gayle champions the success of her clients as a career “archaeologist”, advertiser, personal PR machine, support network, advocate, and cheerleader. For more information, email Gayle at getinterviews@topmargin.com or visit www.topmargin.com.