

STEP 1 - RESUME PROCESS FOR TRADITIONAL RESUMES

-Contact our firm to set up an appointment with one of our Certified Professional Resume Writers. After securing an appointment, we will send you a short worksheet to complete. This will ensure that we focus on the important information during the interview. If you have a copy of your most recent resume, please send that also. This will enable our staff to begin entering dates, employment history, etc. prior to the interview.

-One of our Certified Professional Resume Writers will gather the necessary information through an in-depth interview. This takes approximately 45 minutes to 1.5 hours, depending upon client's level of experience and background.

-Upon completion of interview, client is required to pay a \$100.00 deposit. The balance of the fee is due at the time draft resume is delivered to client. Client will receive a resume draft within 48 hours (unless otherwise agreed upon).

-Upon receipt of draft, client will review resume and contact writer to make any changes. Writer will complete edits in a timely manner and return resume for final review.

-When client is completely satisfied with the resume, the final version is completed and e-mailed to client.

STEP 1 - RESUME PROCESS FOR PERSONS WITH MILITARY BACKGROUND OR PERSONS TRANSITIONING FROM THE PRIVATE TO THE PUBLIC SECTOR

-Contact our firm to set up an appointment to discuss your needs. If you have a military background, we would like to have your EORs, EERs, or any other military information. To make the process more effective, we request that you identify a job that meets your skill level so we may target the resume to that position. One of our Certified Professional Resume Writers can carefully review the documents and write your resume/resumix (if you do not have a military background, we will furnish you with in-depth forms that need to be completed). If necessary, the writer will contact you via telephone for any missing information. The entire process takes approximately 1-2 days.

-Client is required to pay a \$100.00 deposit at commencement of job. The balance of the fee is due at the time draft resume/resumix is delivered to client. Client will receive a resume/resumix draft within 48 hours (unless otherwise agreed upon).

-Upon receipt of draft, client will review resume and contact writer to make any changes. Writer will complete edits in a timely manner and return resume/resumix for final review. If applicable, your OERs will be returned at that time.

-When client is completely satisfied with the resume/resumix, the final version is completed and e-mailed to client.