

STEP 1 - RESUME PROCESS FOR TRADITIONAL RESUMES

-Contact our firm to set up an appointment with one of our Certified Professional Resume Writers. We ask that the client provide a copy of their most recent resume. 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; balance 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 via e-mail 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. We will then set up a time to pick up your OERs so 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; balance 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.