

JOBSEEKER'S GUIDE: 10 KEYS TO WORKING EFFECTIVELY WITH YOUR RESUME WRITER

~ Providing strategic solutions to enhance your career success! ~

Congratulations on making a wise investment towards your career and future!

When you decide to hire me as your professional resume writer, you are making a valuable investment in your future. You are also entrusting me to articulate your personal brand and strategically position you in your job search. As a passionate resume writer, I take this responsibility very seriously, and am providing these helpful strategies to ensure we have a successful and positive collaboration.

→ PRACTICE OPEN COMMUNICATION.

It is my goal to keep you informed about what I clearly need from you and expect you to be responsive to requests. I utilize the information you provide to create your resume; the better the information that I receive, the more effective your new resume will be. I request your complete honesty with me in all the details of your career that you share. I will not knowingly put false information on your resume, and please do not either. 100% accuracy is very important.

→ HAVE A CLEAR CAREER TARGET.

Having a specific, focused job target will help me write a more effective resume to showcase your skills, experience, and accomplishments. If you ask me to write a "general resume," it will not be as successful as a resume that is written for a specific job target. If I write a resume for a sales position, for example, please don't use that resume to apply for a different type of job. If you're thinking of doing so, please discuss this with me first.

→ MEET SET DEADLINES.

If I provide action items for you to work on with a specific timeframe, please make every possible effort to meet that deadline. **Otherwise, there may be a cancellation fee incurred by cancelling last minute any consultations. If your timeline for needing your resume changes — for example, there is a specific opportunity you want to respond to, please let me know, but there will likely be a fee associated with rush requests. Closing out your project on a timely basis (7-10 day turnaround time) will allow you to start using your new documents to apply for your desired position.

→ INVEST IN YOURSELF AND YOUR BRAND.

Your new resume serves as just one strategic tool in your job search toolbox. If I recommend additional career services to complement your resume, consider this request carefully. If you require additional career coaching, I am happy to provide a reasonable quote upon your request.

➔ TRUST ME, I'M YOUR RESUME WRITER.

Be cautious if you choose to solicit opinions about your resume from your friends or family members — remember you hired me for my expertise. So, if you have any questions, don't be afraid to ask. Use your discretion when reading the internet. Remember, there is no hard-and-fast rule about resume length: It should be as long as it needs to be, and no longer. Note that, I am an experienced and highly trained Master Resume Writer who will create a customized resume using a tailored strategy to highlight your distinct brand. I have a proven track record of delivering exceptional resumes on time.

➔ REMEMBER: YOUR RESUME IS A MARKETING DOCUMENT, NOT AN OBITUARY.

Thinking strategically, it wouldn't be effective to include every detail about your life and work history on your resume, especially if you have certain jobs that aren't relevant to your career goal. These details are important to articulating who you are, but they are not necessarily important in this particular resume for a certain job target. I will be very selective in what information to include. Your resume needs to demonstrate a compelling story about who you are, what you have excelled in, and what you can do.

➔ DON'T "LEND" YOUR RESUME TO ANYONE ELSE.

Your new resume is a customized, branded document developed that is designed to help you apply for your desired role. Allowing someone else to use your resume, including format, design, and/or wording, will likely reduce its effectiveness for you — especially if you "lend it" to a co-worker or colleague. If someone admires your resume, kindly refer my services, and I will create an equally outstanding document customized for their job search.

➔ IF YOU NEED REVISIONS, LET'S TALK.

Need revisions? We might need to make some changes to make your resume more effective, or I might be able to share some strategies to help you increase the number of interviews and job offers you receive. I welcome your constructive feedback as it allows me to continue improving my services. I appreciate your testimonials, LinkedIn Recommendations, and referrals. Most of my new clients are referred to me by satisfied former clients who are happy to share their constructive feedback.

➔ PLEASE KEEP ME INFORMED ABOUT YOUR CAREER DEVELOPMENTS.

On occasion, I don't always hear from clients until they need an update to their resume when it's time to search for a new job. But I want to hear from you when you receive a rewarding job offer. Remember, I take pride in celebrating your career success.

→ ALWAYS KEEP TRACK OF YOUR ACHIEVEMENTS. ENSURE THAT YOUR RESUME IS CONSISTENTLY UPDATED.

Once you land a new position and you're sure you're going to stay, (usually after the first 90 days), get in touch with me to revise and update your resume for a reasonable fee. Keep an "accomplishments journal" so you can track your achievements in your new role, which makes it easier to respond to new opportunities that arise.

As an experienced resume strategist with a proven track record of delivering service excellence, I look forward to working with you! I am your supportive advocate championing you to achieve your boundless potential for career success.