

1.



### Select the product and pay for the service

Choose resume or LinkedIn profile only or our essentials package (resume, profile & cover letter). Most popular! Pay securely through the website.

2.



### Complete our online questionnaire that comes to you following purchase

We learn about your goals, accomplishments, skills & expertise. This is the opportunity to also upload your most recent resume.

3.



### Our partnership begins. Your input is important to us!

We consider our work together as a partnership. Your active participation will help us produce winning documents for you.

4.



### We begin our review of your returned questionnaire

After receipt of the questionnaire we begin our meticulous review and develop your resume and/or profile and cover letter.

5.



### Revision Time Writer Access Period

We provide 30 days of Allotted Time to work with your writer. We provide 3 revisions of specific areas of your document post delivery. If a package was purchased we first complete your resume, then profile and lastly, your cover letter.

6.



### LinkedIn Profile Writing (If Purchased)

Once you agree to your final resume we can then install your new profile on LinkedIn. If you choose to do a self-install of the new content we will forward it to you as a Word document.