

resume & cover letter (CCL) //

starting at \$185

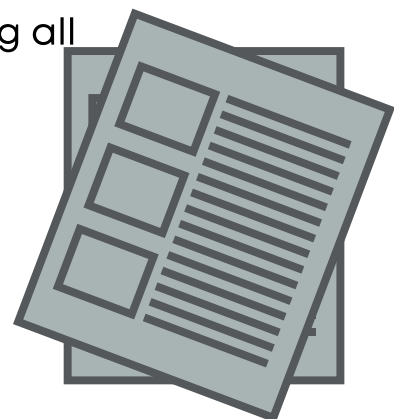
the extra mile

Based off our Beneath the Surface Consultation and your completed Resume Content & Cover Letter Questionnaire, I will work with you to create your resume & crafted cover letter that will help you stand out in applicant tracking systems.

- Crafted Cover Letter (CCL)
- Resume Content & Cover Letter Questionnaire
- 3 Follow Up Consultations*
- 1 Resume Update Adjustment*
- Spelling, Grammar, & Punctuation Adjustments Guaranteed.

First Impressions Terms & Conditions

- Complimentary first consultation upon completion of the questionnaire(s).
- For projects over \$200.00 payment plans can be offered and will be negotiated between the consultant and client.
- Any additional consultations outside of the predetermined package will cost an additional \$15.00.
- For general resumes and/or cover letters a two week period will be required; For a tailored a minimum of a one week period.
- Client is responsible for proofreading all material to ensure accuracy, completeness, punctuation, and grammar.
- Resume Update Adjustment can be used within 6 months of final copy*
- Follow Up Consultations are 30 minutes*



first impressions

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Please provide the following answers, as well as attaching your current resume.

Name & Social Media Handles - this one is pretty self explanatory

What industries are looking to work in ? i.e. engineering, marketing, education, trades, non-for-profit, etc.

Do you have specific jobs you are looking to apply to ? - please share the links to those jobs.

Full Work Experience - please include timelines, location, and a rough summary of your work experience at each job.

Education/ Training - please include the institution/organization name, the correct name of program, what you received i.e. degree, diploma, certificate, if you graduated with any distinction, and the years you received it in.

Volunteer Experience - please include the name of the organization, how long you volunteered for, and a brief summary of what you did. Why is this important ? Employers are also looking at who the person behind the skills is; this is a good way to see if you fit with their culture.

Skills - give me anything and everything, even if you think it doesn't work -- it may be masquerading as a different skill that will be seen as valuable to an employer.

Awards - it's time to brag, if you have achieved anything that note worthy and can be applicable to the industry your apply to, share it!

Professional Development - what have you done to improve your skills and keep up to date with industry practices?

References - please provide the name, position, organization, accurate phone number and e-mail of the reference; make sure all references provided know they are your reference.

first impressions

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cover letter content questionnaire

Please provide the following answers, as well as attaching your current cover letter.

Name & Address- this one is pretty self explanatory

Name of Hiring Manager, Organization, & Address- try and be as specific as possible, this signals to employers that you have done your homework and are serious about applying for this position.

Links and/or Job Post description - this will allow me to research the position, match up correct industry language, and match the qualities, skills, and experience they are looking for in applicant and match them with your qualities, skills, and experience that align.

List two jobs you have experienced that you feel are most relevant to this industry/ specific position - In order to signify that you have the qualities, hard & soft skills, and experience that the company/employer is looking for, you want to pick the most relevant of your work experience.

What specific projects and tasks did you complete in these two work experiences that you feel are worth highlighting - it's time to brag, if you have achieved anything that note worthy and can be applicable to the industry your apply to, share it!

Why do you want to work for this company/employer in particular ? - this is time to show your "Why" ! How will this job help you grow, what about their work appeals to you, how will this serve your personal brand.