

resume & cover letter (NCCL) //

starting at \$135

differentiate and be discovered

Based off our Beneath the Surface Consultation and your completed Resume Content Questionnaire & submitted cover letter, I will work with you to create your resume & cover letter that will be suitable for applying to multiple organizations/companies within your industry.

- Not Crafted Cover Letter (NCCL)
- Resume Content Questionnaire
- 2 Follow Up Consultations*
- 1 Resume Update Adjustment*
- Spelling, Grammar, & Punctuation Adjustments Guaranteed.

First Impressions Terms & Conditions

- Complimentary first consultation upon completion of the questionnaire.
- 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

personal brand design & consulting

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.