

# RÉSUMÉ ORGANIZER CHECK✓LIST

Please prepare prior and bring along to your résumé writing appointment.

## ❑ OBJECTIVE & JOB TARGETS

What exact position(s) are you seeking, in what field? Please supply links to at least one job listing, up to three. What key skills would you like to use and/or improve upon? Include your LinkedIn profile URL.

## EXPERIENCE

Working in reverse chronology (most recent position first) gather together:

- ❑ *Job Titles*
- ❑ *Company Name, City & State*
- ❑ *Dates of Service:* Month/Year of Start and End of each position. (Include promotions and job changes within companies.)
- ❑ *Achievements:* Most important! List your major accomplishments, projects led, awards /recognition received, etc. Be specific in *quantifying* if possible. Eg., “Managed \$1.4 million budget.” “Surpassed goals by 125%.” “Wrote 32-page manual,” “Organized 2,000-item storage system” etc. Guesstimates OK.

## EDUCATION

- ❑ *Degree(s), school(s), year(s) of graduation*
- ❑ *Dates attended if you did not graduate*
- ❑ *New grads: GPA if "A" or above.*
- ❑ *Scholarships, internships, workstudy.*
- ❑ *Extracurricular activities* if recent grad, or if relevant to your career.

## OTHER EDUCATION & QUALIFICATIONS

- ❑ *Licenses/Certifications (#, date, by whom)*
- ❑ *Security Clearances, Military Service*
- ❑ *Seminars (title, date, location)*
- ❑ *Inservice trainings (title, date, location)*
- ❑ *International: DOB, Visa/GreenCard status*

## PROFESSIONAL & CIVIC MEMBERSHIPS

- ❑ *Clubs, service organizations, charitable groups*
- ❑ *Dates of membership, service, elected positions.*

## PERSONAL PROFILE

Imagine someone asking your supervisor: “What kind of person is your name to work with?” How would your supervisor respond?

Check all that apply, and circle the top 4:

- Dependable.  Punctual.  Resourceful.
- Organized.  Likeable.  Focused worker.
- Goal-oriented.  Hands-on manager/leader.
- Consistently achieves results.  Analytical.
- Self-motivated.  Works well independently.
- Positive.  Team-player.  Motivates others.
- Energetic.  Enthusiastic.  Meets deadlines.
- Enjoys solving problems, meeting challenges.
- Fast learner.  Works well under pressure.
- Excellent communication  Good Listener
- Assertive  Attentive to detail  Tactful
- Applies common sense  Earns others' respect
- Gets along with all kinds of people.
- Other:

## PERSONAL INFORMATION

Include only if relevant to your career.

## REFERENCES (Have 3 for interview)

Name, title, nature of relationship (work-related, character reference), length of acquaintance (eg. "since 2004"), phone number, email address. Snail mail optional.

## FUNCTIONAL OR SKILLS RÉSUMÉS

Emphasizing skills more than work history, this format today is hybridized with the chronological format to accommodate modern ATS systems. This format is advised for technical/IT careers, diverse skill sets, or frequent job changers. List your:

- Skill Categories (eg., Sales, Retail, Clerical, Marketing, Design, Administration, etc.)
- Skills (specific software, hardware, mechanical tools, languages, etc.)



# PROFESSIONAL RÉSUMÉ WRITING

*Be ready when the right job comes along*



## Concise, Professional, Interview-winning Résumés

*Expertly designed for the human eye and to pass ATS and avoid the Job Hunters' Black Hole*



## LinkedIn Profile Writing & Instruction

*Professionally written LinkedIn profiles & bios, best practices!*



## Personal, Indepth Service

*Proven Career & Job Hunting Strategies*



## Professional Résumé Writer

*with 20+ years of experience crafting effective résumés for:*

**New Grads**

**Career Changers**

**Workforce Re-Entrants**

**Seasoned Professionals**



## WRITE STUFF RESOURCES

**Laurel A. Kashinn**

Certified Ghostwriter, Résumé Writer

N23W6338 Fairfield Street • Cedarburg, WI

Connect via Zoom 262-376-7777

**(262) 376-7777 Ofc**

**(866) 375-6975 Fax**

**WRITESTUFFRESOURCES.COM**

info@WriteStuffResources.com




## PROFESSIONAL RÉSUMÉ WRITING


Your résumé is a unique and professional representation of you and your skills and experience. No one knows your background, abilities and industry better than you.

Write Stuff Resources' **Professional Collaboration approach** calls on *two* experts for every résumé: Our professional résumé writer—expert in the craft of résumé writing and design. And you—expert in your career skills, experience, and field. Together, you and our writer create an outstanding, professional résumé that is *just right* for you! Guaranteed!

### SERVICE OVERVIEW

Our **collaborative approach** means you participate in the writing of your own résumé. After our initial consultation, we schedule a Writing Session Appointment, usually a 1/2 day. **You will have your completed résumé and other documents in hand that same day.\***

 Fantastic!...In the first week after posting my new résumé I had 16 searches and 13 views. Prior to that I was lucky to get 1 or 2 search results in a 3-month period. —K.E.

 I just submitted the résumé Laurel updated for me and received calls for an interview from every single company I submitted my résumé to!! Thank you! Great job! Great service! —I.K.

### Therapeutic Side Benefits





Losing a job, taking extended time off for family or military service, or prolonged exposure to the “job hunter’s black hole” can be demoralizing and lead to feelings of inadequacy and despair—making the job hunt even harder. Taking positive action by collaborating with our professional résumé writer who is also a Reiki master, doTERRA wellness advocate, and law-of-attraction leader, has been found by many to significantly improve mood and outlook. Gift certificates are available.



## PROFESSIONAL SERVICES & INVESTMENT FEES

FEBRUARY, 2019

### INCLUDED WITH EACH RÉSUMÉ

-  Résumé & LinkedIn set-up and training
  -  Personal Job Hunt Strategy & Career Coaching
  -  Cover letter writing instruction and critiques.
  -  Digital files.PDF editable .DOC /.DOCX
- Laser prints on premium paper, as needed.

### PROFESSIONAL RÉSUMÉ EVALUATION

Résumé Writing Fees	A la Carte	Package*
<b>New Grad</b> (within 12 months of graduation)	<del>\$395</del> <b>\$275</b> 2-3 hour Writing Session	<del>\$500</del> <b>\$375</b> 3-4 hour, 1/2 day Session
<b>Professional Standard</b> (most careers, below executive C-Level)	<del>\$500</del> <b>\$375</b> 2-4 hour, 1/2 day Session	<del>\$600</del> <b>\$475</b> 4+ hour, 1/2 day Session
<b>Technical, Career Change &amp; Federal Résumés</b> (military, family workforce re-entry; IT; fed govt.)	<del>\$900</del> <b>\$675</b> 3-4 hour, 1/2 day Session	<del>\$1100</del> <b>\$775</b> 4+ hour, full day Session
<b>Curriculum Vitae (CV)</b> (Academic, Scientific, or international)	<del>\$900</del> <b>\$875</b> 1/2 to 1 day Session	<del>\$900</del> <b>\$1075</b> 1/2 to 2 day Session
<b>Executive</b> (Chief executives and corporate business owners)	<del>\$1400</del> <b>\$975</b> 1/2 to 1 day Session	<del>\$1700</del> <b>\$1075</b> 1/2 to 2 day Session
<b>Graphic Résumé Illustrated</b>	<b>\$1500+</b> Call for a quote	
<b>Résumé Analysis &amp; Recommendation</b> of existing résumé. Can apply cost as a credit towards full résumé service within 90 days.		<del>\$195</del> <b>\$125</b>
<b>Job Application Service</b> , per application		<del>\$175</del> <b>\$105</b>
<b>Résumé Updates/Cover Letter</b> , per 1/4 hour		<del>\$25</del> <b>\$18.75</b>
<b>Most résumés are completed same day in one Writing Session.</b> Appointment times shown are approximate, ± 30 minutes. Longer sessions may be scheduled over more than a day.		
*Package includes: Résumé and LinkedIn profile with one (1) application set of a keyword-targeted résumé to a specific position with a customizable template cover letter or a letter to a specific company. DIY instructions on identifying and updating new keyword-targeted résumés for future positions. Note: Job Application Service (actually applying) is extra.		
<b>Professional collaboration is the key to your best résumé ever!</b>		

### BENEFITS and Your R.O.I.

#### SAVE TIME: Shorten Your Job Search

Average Search Duration,* DIY	<b>22.0 weeks</b> (5 months 2 weeks)
Average Search Duration with Certified Résumé Writer**	<b>14.8 weeks</b> (3 months 1 week)
<b>Average Search Time Saved:</b>	<b>7.2 weeks</b> (1 month 1 week)

\* US Bureau of Labor Statistics, 2018 Q4, Seasonally adjusted average  
\*\*Professional résumés prepared by certified writers, RiseSmart, 2016.

*Our clients on average save even more time!*

#### SAVE \$ MONEY: ROI Calculator

Enter Your Gross Weekly Income (Current or Goal):

\$ \_\_\_\_\_ x 7.2 weeks = \$ \_\_\_\_\_

Less Your Résumé Cost (at left): .....\$ \_\_\_\_\_

Net Gain, Certified Professional Help: \$ \_\_\_\_\_

#### SAVE Taxes: Tax-Deductible Expense?

Check with your tax professional to confirm with latest rules. Historically, job hunting expenses have been fully tax deductible.

#### CAREER Growth Development

Working one-to-one with our professional résumé writer is **an investment in your career success**, by providing personalized résumé writing service and instruction, with effective and enduring strategies in career advancement. We help you **get ready and be ready for great opportunities!**

#### Payment Due at Time of Writing

We Accept Cash • Check • Mastercard • Visa • PayPal

**6 Months FREE Financing through PayPal Credit**



Resume Writing/Ghostwriting/Workshops

**100% Satisfaction Guarantee!**

Schedule your writing appointment online 24/7 at [WriteStuffResources.com](http://WriteStuffResources.com) or call (262) 376-7777