

Whether you'd like to take a step up or make a lateral move, Resume Preferred will help you uncover your differentiators, communicate your unique story, and position yourself for career advancement.

## PROFESSIONAL SERVICES

**PROFESSIONAL RESUME:** The foundation of your career document package, your new resume will focus on your key strengths and selling points, scope of roles and responsibilities, and the impact you have made.

**LINKEDIN PROFILE:** Your LinkedIn profile serves as a necessary complement to your resume and is essential in today's job market. It reflects your brand to the professional world—serving as the first impression to recruiters and hiring managers—and will be the first place your future employer visits after scanning your resume. It is crucial that your background, skills, and accomplishments are nuanced to this unique medium—and that your profile is optimized for keywords and aligns with your new resume.

**COVER LETTER:** Cover letters have made a comeback as the job market has heated up and the pool of qualified candidates has increased. Cover letters are generally written with a specific job in mind—and focus on what you will bring to the table.

**INTERVIEW COACHING:** The interview process is a source of stress and angst for many, especially those who have not been in the job market for a while. Preparation with an objective professional partner will ensure you are well-equipped to communicate your story with clarity and confidence and effectively respond to commonly asked interview questions.

## FEE STRUCTURE

Career Document Portfolio (Includes Resume, LinkedIn Profile & Cover Letter).....	\$2,150
Resume & LinkedIn Profile .....	\$1,950
Resume Development.....	\$1,200
Interview Coaching (Three 1-hour sessions).....	\$500

Contact Robin Kelley at 415-596-4160 or [robin@resumepreferred.com](mailto:robin@resumepreferred.com) to schedule a complimentary, 20-minute phone call to discuss your needs.

If you're an executive seeking to capture and convey your value in the marketplace—and achieve the next level of career success—contact [Amy Phillip](#), Leadership Career Consultant and Principal of Resume Preferred's parent company, [Career Certain](#).