

## OVERVIEW OF WRITING SERVICES

We believe that success comes from knowing what you want, understanding what your talents are, and learning how to market your expertise. We can help you achieve your career aspirations by supporting you through every transition.

Re-investing in your career at least 1% of your annual salary is a strategy that can earn significant returns. Not investing in yourself may cost you professionally and personally.

### COMPREHENSIVE RÉSUMÉ SERVICES

#### COMPLETE RÉSUMÉ DEVELOPMENT:

- In-depth phone consultation with your Execumé-certified résumé writer
- Full conceptualization and design of a message-focused résumé, rich with key words
- Full Approval Authority on your résumé's finished product following revision process
- Your customized résumé emailed to you in both MS Word & PDF and formatted on a CD

<b>GETTING STARTED RÉSUMÉ</b> ( <i>1 page; limited to internships/summers</i> )	\$195.00
<i>with Cover Letter</i>	\$245.00
<b>1-PAGE / EXPERIENCED RÉSUMÉ</b> ( <i>for work history of 5 years or less</i> )	\$395.00
<i>with Cover Letter</i>	\$475.00
<b>2-PAGE / ESTABLISHED CAREER RÉSUMÉ</b>	\$495.00
<i>with Cover Letter</i>	\$575.00
<b>3-PAGE / EXECUTIVE OR TECHNICAL RÉSUMÉ</b>	\$545.00
<i>with Cover Letter</i>	\$625.00

*Rush Service available for an additional \$100 fee  
Conversion to Text-format available for \$50 fee*

### ADDITIONAL SERVICES:

<b>RÉSUMÉ OR COVER LETTER UPDATE</b>	\$95.00/ hr
Only recommended for previous Execumé clients. Typical résumé updates entail 2 hours of work. Upon review of your objective, a price estimate can be provided.	
<b>PROFESSIONAL BIOGRAPHY</b>	\$250.00
<i>Package Price/with Résumé</i>	\$195.00
Creation of up to one page of Professional Narrative, Ideal for corporate websites, speaking introductions, and investors	
<b>OTHER CORRESPONDENCE</b>	\$95.00/ hr
Customized Thank You Letters (typically 0.5 hours), Graduate School Applications, Letters of Recommendation, Business Plan Editing	