

VISIONARY INITIATIVES, LLC

*Resume Writing  
Service Proposal*

STANDARD PACKAGE

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## WELCOME TO VISIONARY INITIATIVES

Thank you for your interest in Visionary Initiatives as your resource for resume writing services. I look forward to working with you! The information that follows is designed to provide you with an understanding of the resume writing process and answer some frequently asked questions. If you have any questions and/or concerns while reviewing, please contact me at [info@visionary-initiatives.com](mailto:info@visionary-initiatives.com).

### WHAT CAN YOU EXPECT FROM RESUME WRITING SERVICES?

During the Resume Writing process, you will have my complete attention and focus. Working with me is designed to help you achieve both your personal and professional goals, with support and guidance. I will provide a forum for you to implement your goals, while asking powerful questions; offer new perspectives and approaches; while helping you achieve what you want most in your career and life, by first writing and/or revising your resume. I will never share your experience and/or results to anyone, unless you agree for me sharing in writing (such as a testimonial). As your Resume Writer, I will be your partner; thus, I will ensure everything given to you is with your best interests and agenda.

### COMMUNICATION

Please share with me your stories, your success, and/or your disappointments, and anything else you like, as well as your thoughts about your partnership experience with me. I would like to know what is working and what is not, so that I can improve for you! If at any time you have a question and/or concern, please contact me immediately. I can be reached at (301) 200 – 2264 or [info@visionary-initiatives.com](mailto:info@visionary-initiatives.com).

## SERVICE: RESUME WRITING - STANDARD PACKAGE

### OVERVIEW

Writing a resume can be hard; sometimes you miss important details that are needed to land your desired job. Let us take the hard work from you by writing your professional resume. In the Resume Writing Standard Package, we will either review and edit or write your custom resume.

### GOALS

The goal of the Resume Writing Package is to:

- *Have a Professionally Written Resume*
- *Get Your Resume to the Top of the Interview List*
- *For You to Have an Increased Confidence of Your Skills*
- *To get you to the Next Level of Your Career*

### SPECIFICATIONS

- Review and Edit Current Resume or Write a Professional Resume
- Use the Visionary Initiatives, LLC template, GS-15 Government template (only for Government employees), or a template that will align to your industry/field
- Provide a Professionally Written Resume in a time that meets your needs (e.g. to meet the job announcement deadline)

### YOUR PACKAGE INCLUDES

- Professionally Written Resume (to include keyword optimization to fit your industry)
- Follow-Up Email/Letter
- Job Search Technique Checklist
- Interview Guide

**YOUR INVESTMENT OF \$197**  
**RESUME WRITING STANDARD PACKAGE**

Below is the process:

1. Conduct a Meeting to learn of your work experience
2. Edit your resume according to the meeting notes and any further documentation to assist with the editing. First draft will be submitted back to you within 72 hours.
3. You will review the First Draft and provide any edits and/or feedback within 72 hours.
4. Final Draft will be submitted to you for approval.
5. Approval received
6. Complete

You will receive the final version of your resume in both Word and PDF formats.

**AN INVOICE WILL BE SENT TO YOU  
UPON YOUR APPROVAL OF THIS  
PROPOSAL**

*Thank you for reviewing this proposal.*

*I look forward to working with you in  
achieving your career goals.*



*Latika S. Vines*