

## Resume Service Pricing Schedule



### Personalised Face-to-Face Service

**\$450.00**

#### *Personalised Face-to-Face Service Inclusions:*

✓	Personal face-to-face consultation from conception to completion (3-5 business days).	✓	2 Step Process gathering all your work history, qualifications, and professional development.
✓	2 thermal bound resumes professionally laser printed on premium white paper.	✓	Two Basic Cover Letters.
✓	Completed resume in Microsoft Word format (also in PDF format if requested) and on CD.	✓	All presented in a professional document wallet.

#### How the 2 Step Process works:

**Step 1** Initial, face to face consultation taking approximately 1 1/2 to 2 hours gathering all the relevant information in order to prepare your resume.

**Step 2** This is the final step of the process taking approximately 1 hour where you review your completed resume and collect your resume pack which consists of: 2 bound resumes, two basic cover letters and an electronic version.



### Cover Letters

The purpose of the cover letter is to introduce yourself to an organization, mention the job you are applying for and to showcase how your unique combination of skills and experience meet the key requirements of the job description.

**Customised 1 Page Cover Letter (with a PRS resume)**

**\$100.00**

**Customised 2 Page Cover Letter (with a PRS resume)**

**\$200.00**



### Resume Service - Update

To update your existing Professional Resume Service resume price starts from which includes an electronic version, in word and PDF.

Once we have received your information to be updated, we will email you a quote.

**\$120.00**



### Express Resume Service

If you require an express service (2–3 Business Days) there is an additional fee (After the initial consultation)

**\$95.00**

*The health and safety of our customers is a priority. To avoid spreading Coronavirus, and to follow the Government's guidelines on social distancing, we have implemented changes to our daily operations.*

*Thank you for your patience, understanding and support during these difficult times.*

**Payment Terms: - Full payment is required after the initial consultation.**

**Direct Deposit ONLY**

*(Prices subject to change without notice)*