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# RESUME WRITING PROCESS

## **Step One - Select Service & Complete Checkout**

Service is selected and added to shopping card. Secure payout by provided by PayPal. Payment options are PayPal or Credit Card.

## **Step Two - Upload Your Documents**

Once payment is processed you will be returned to our website and will be asked to upload your documents.

Please provide your current Resume or our Resume Preparation Questionnaire. You may also provide a job description, job advertisement or other materials to assist.

We ask that you provide the job advertisement details as this will allow us to write an effective resume targeted to your desired position. However if you do not have a job advertisement please provided details of the position and/or company you are applying for.

It is expected that when ordering you have read and agreed to our Terms & Conditions.

If you do not have the documents available at the time of ordering or if you prefer you may email to [order@mmcareerservices.com](mailto:order@mmcareerservices.com). Please note that deadlines do not commence until documents are received.

## **Step Three - Draft Completed**

Once payment and documents have been received we will commence writing your resume.

Our process is conducted mostly via email. The process has been designed with convenience in mind. You will not need to make appointments or have extended phone consultations during business hours.

A draft will be emailed to you. If during the writing process we identify the need for any additional information we will incorporate questions throughout draft. We may seek information about your experience, responsibilities, strengths and achievements. Up to two drafts will be completed.

Your resume is reworked based on your feedback and additional information.

## **Step Four - Resume Updated**

Resume is reworked based on your feedback and additional information.

## **Step Five - Resume Delivered**

A final draft is emailed to your for approval.

Once approved the final documents are emailed. Resume can be provided in MSWord, PDF and text only format.

You may request hard copies.