



## RÉSUMÉS AND PROFESSIONAL DOCUMENTS

Your résumé should clearly and rapidly communicate your professional strengths and capabilities. It must balance conciseness with the ability to convey your unique qualities. Perfecting your résumé is an investment in the advancement of your career. The services offered below are designed to help clients reach their professional goals, producing well-organized, nuanced and effective documents to enhance your competitiveness in the job market.

SERVICE	DETAILS	FEES	NOTES
Basic Résumé Package	This service provides an initial assessment and consultation, résumé restructuring and organization, thorough copy editing, presented in a simple and clean layout.	\$250	Listed fee valid for clients providing Standard Documents <sup>1</sup> .
Expanded Résumé Package	All Basic Package services, plus a customized cover-letter template in a matching style.	\$325	
Cover Letter Writing	Development of a customized cover letter template outlining client’s strengths and abilities.	\$100	Applicable to single cover letters written for specific positions as well as broad templates for client use.
Résumé Translation [English to Spanish/ Spanish to English]	Up to 450 words	\$100	
	450 to 700 words	\$150	
	700 to 950 words	\$200	
Resume Abridgement	From 3-4 pages	\$50	Resulting documents will be 1 or 2 pages long.
	From 5-6 pages	\$100	
	From 7-8 pages	\$150	
	From 9-10 pages	\$200	
Résumé Design	Professional grade design and layout for your résumé, and a matching letterhead to use for your cover letter.	\$100	Listed fee valid for résumés up to two pages in length.
Rush fees	Document delivery in 72 hours	+50% Quoted	All rush requests are subject to availability.
	Document delivery in 48 hours	+100% Quoted	

<sup>1</sup> A Standard Document is defined as: a résumé or résumé draft written in the same language in which it will be edited, and within a half-page of the full desired length (i.e. 1 ½ page draft to be edited to a single page, or expanded to two pages). Sent drafts will be considered to be a Standard Document if it is up to 2 ½ pages, or approximately 760 words in length.