

Resumes Australia

Professional Executive **Resume Writing** Services



Instruction Sheet for Resumes and Selection Criteria

Developing Your New Resume

Resumes Australia's unique resume writing process has been designed with the busy executive in mind. You don't need to make appointments for personal visits or extended phone consultations during business hours. You decide when you want to allocate the time to provide the input we need.

The Resume Writing Process

- We ask that you send us your existing resume in MS Word format. It will be overhauled to produce a first draft. The information is re-worked, organised and formatted to ensure that the contents are presented in the best possible way. It will then be sent to you via email as a MS Word document.
- Prior to adding your input to the draft resume or selection criteria please save it as a MS Word document with a .doc or .docx extension to a permanent location on your hard disk using exactly the same file name that we have used. If you are using a Mac, please save the document as a Word 97-2004 document with a .doc extension before commencing work on it. **WARNING** – please note that we do not support any documents that have been written in Mac Pages as the formatting is destroyed.
- Questions (written in red) will be incorporated into the draft to obtain additional information about your experience, expertise, achievements, and the challenges and issues you have faced. We ask that you respond within the document (in blue) to all the questions, but please do not delete the questions.
- Once you have completed answering all the questions, please return to us, as a MS Word file attachment, for further editing, using the same subject line as the one we use, and retain the same file name - please do not send as part of the body of the email. Almost all recruitment firms and employers request that applicants send or upload their resumes as MS Word documents.
- Your responses will then be re-worked, edited and integrated to finalise the document and a final draft is sent to you for approval. Any and all further additions or changes must be made within the actual document.

Resume Template

- If you don't have an existing resume, then our proprietary resume template in MS Word format will be sent to you, via email, to enable you to provide information about your career. You can then provide the information requested in the template and send it back by email. This document then becomes your 'existing' resume and the above process is then followed.

Timeframe for the Resume Writing Process

- We recommend that you allow 10 business days for the entire process. However, if you need to submit an application urgently, please still book our service as we are usually able to accommodate urgent assignments.
- Once you have received our draft, please return it in MS Word format, ASAP but ideally within a maximum of 5 or 6 business days. Delays in returning the draft document may impact the turn around time for its completion.
- Please keep us advised if you have an application deadline, we need a minimum of 3 clear business days before applications are due. Please refer to our Terms & Conditions of purchase.

www.resumes-australia.com.au

National: 1800 RESULTS Direct: 02 9922 6175 Fax: 02 8904 1531 Email: info@resumes-australia.com.au