

THE RESUME TAYLOR

Patti, **THE RESUME TAYLOR**, has helped hundreds of people to define and document their career assets, polish their job search approach and produce a resume that enables them to reach new career success outcomes. She has taught resume design in community and college workshops and through one-to-one coaching and job placement assistance for over two decades.

Designing a resume that maximizes your effectiveness in the job market requires more than writing ability and market knowledge. **THE RESUME TAYLOR** can offer you the unique opportunity to learn how to highlight the skills, traits, and accomplishments that will strengthen your ability to get the job you want. You will also learn how to collect and categorize essential data, select and design your resume format, as well as articulate your career highlights. As a result of this service you can enjoy increased self-confidence and enhanced awareness of your career strengths in addition to a crisp, polished resume presented in electronic format and hard copy. This winning combination will put you ahead of the competition and prepare you for critical networking meetings and interviews.

RATES AND PAYMENT

\$50.00/hour: phone, email, composition time; \$75.00/hour: in person meeting/consultation.

Total cost dependent upon work hours required. Estimate offered with application.

\$100.00 required to begin. Balance due upon completion.

Please fill in the following and attach your most recent resume draft

Current job objective	
Short term/long term goals	
Hobbies/interests	
Volunteer Experience	
Education, Training	

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

Please complete and sign:

I understand and agree to the service and fees as outlined.

Name (printed)	
Signature	
Date	