



## RESUME WRITING SERVICES

### *Informational Tool*

Through the Resume Writing Services (RWS), HRIM strives to accurately present your knowledge, skills, and abilities (KSAs), experiences, achievements, goals and career objectives to attract the most suitable corporate connection. To ensure that our HR practitioners capture all that you have to offer, i.e., career, civic, volunteer services, integrity, and character, it is important that you answer the following questions as precisely as possible.

**(Please Write Your Answers legibly; if necessary use a separate sheet)**

1. Have your career responsibilities increased in the last 12 months? ( ) Y ( ) N. If yes, have you received at least two weeks of concentrated continuing education units (CEUs) or training to ensure knowledge transfer of additional responsibilities? ( ) Y ( ) N
2. What KSAs would you like for HRIM to capture that are not currently reflected on your resume?

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3. Can you identify a time when your services were addressed as an invaluable commodity to your current or previous employers? As specifically as possible, please identify services rendered.

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4. List your most recent professional accomplishments, awards, certificates and/or licensures.

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5. What position do you currently hold?

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6. From your perspective career experiences what should be HRIM's primary objective in rewriting your professional story book?



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7. How long have you or did you work for your current employer?

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8. Have you received a promotion within the last 12 months ( ) Yes ( ) No; If yes, have you updated your resume to reflect your additional responsibilities? ( ) Yes ( ) No

9. Are you interested in leaving your current employer? ( ) Y ( ) N. If yes, please explain why.

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10. How many resume versions do you currently use? 1-3 ( ) Y ( ) N or 3-4 ( ) Y ( ) N

11. Are you a military professional? ( ) Y ( ) N Are you in the Reserves? ( ) Y ( ) N If any, how many years of service have you successfully completed?

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12. Is your resume on social media? Are you currently receiving calls/emails from HR practitioners? ( ) Y ( ) N. If not, can you identify why?

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13. Identify non-profit organizations where you have volunteered your services.

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14. Are you involved in any civic activities you deem important to include on your resume?

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15. When is the best time to contact you to schedule a face-to-face appointment?

9am – 12 noon ( ) Y ( ) N or 1 – 5 pm ( ) Y ( ) N

\*\*\*\*\***Please Print**\*\*\*\*\*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

The Best Telephone Number: \_\_\_\_\_



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An HRIM professional will contact you once you complete and return these documents.

#### **Resume Writing Services**

HRIM offers to create or rewrite a career focused resume. A HRIM practitioner meets with you to discuss your career experiences, projected goals, i.e., short- and long-term objectives, and past performances that may not be reflected on your resume but pertinent to future opportunities.

#### **Cover Letter**

A cover letter is an executive summary of what you have to offer a potential employer. It should not only incorporate your KSAs, but how your goals and objectives coincide with the corporate mission and vision statements.

#### **Mock Interview Session**

HRIM uses a behavioral-based interview method to prepare its candidates for their next place of employment. Behavioral-based interviews are strategically effective in determining if a candidate is a suitable organizational fit. This method identifies one's strengths and weaknesses solely based on your responses to interview questions.

#### **Fee for Services**

The cost associated with the Resume Writing Services is based on years of experience. See the chart below. The cost for cover letter writing and mock interview sessions are separate. For resume writing and cover letter services a 50% non-refundable deposit is required at the initial consultation, and the balance is due before the final product is delivered. For a mock interview session the total associated cost is due before a face-to-face (f2f) or teleconference (Skype) session begins.

#### **Personal Rebranding**

It is always refreshing to upgrade your presentation, eg. exercise, receive routine dental services, a clean cut hairstyle, or a fashionable – modern day – suit. Allow HRIM an opportunity to provide consultation on how best to upgrade your personal presentation. The cost is assessed based on the need of the client. Cost for service will be finalized before services begin. A non-refundable deposit is required.



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Resume Writing Services Cover Letter Mock Interview Services		
<b>Resume Writing Services:</b>		
College Student	With less than one year of employment experience	\$65.00 final product emailed to client in PDF form
Junior-level Employee*	1-5 years of experience	\$95.00 Final product emailed to client in PDF form
Mid-level Employee*	6-12 years of experience	\$145.00 Final product emailed to client in PDF form
Senior-level Employee*	13+ years of experiences	\$195.00 Final product emailed to client in PDF form
<b>Cover Letter Services:</b> \$75.00		
<b>Mock Interview Services:</b> \$150.00 (face-to-face or Skype) ( <b>payment must be remitted before service is rendered</b> )		
<b>Personal Rebranding:</b> customization of business attire presentation. Cost is determined based on client need; Cost for service will be finalized before services begin. A non-refundable deposit is required.		
*Junior, middle and senior levels of employment symbolize total years of experience which directs cost for services rendered.		
A 50% non-refundable deposit of total cost, eg. \$97.50, is required.		
Resume writing services includes two revisions and must be finalized within two weeks of agreed upon start date. If there is a delay imposed by the client, eg. non-responsive to emails and/or telephone calls, and/or has not returned revisions via email, an additional \$25.00 charge per week will be assessed. If HRIM causes a delay in the process, eg. non-responsive to emails and/or telephone calls, there will be a 15% discount accessed on the balance due.		
The HRIM practitioner primarily maintains contact via email with follow-up telephone calls. All checks and money orders should be payable to HRinMotion, LLC. There is a \$50.00 charge for all insufficient funded checks.		
Once the client emails HRIM a message of satisfaction, the final invoice is paid, and the final product is delivered, all additional resume revisions within a 30-day window are accessed at an additional \$60.00.		
HRIM accepts checks, money orders, cash and credit card payments.		
You are responsible for Opportunity Cost of a minimum of four hours at \$120.00 p/hr, if you cancel the need for Resume Writing Services once you have signed this agreement and made the 50% non-refundable deposit.		



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If you are interested in contracting the Resume Writing Services of HRinMotion, LLC (HRIM), or any of the other services outlined in this Informational Tool Packet, please sign and date below and return via email, [info@hrinmotionllc.com](mailto:info@hrinmotionllc.com), or fax, 866.877.3364. You will receive a follow-up telephone call from an HRIM HR practitioner within 24 hours of receipt of this signed confirmation form. Please only return the signed signature page.

Selected services are not rendered until HRIM receives appropriate deposit and/or payment.

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Name/Date

Please list desired (print legibly) services: