

RESUME PROCESS

QUICK AND EASY WITH OUTSTANDING RESULTS

STEP ONE: SEND YOUR INFORMATION



- If you have an old resume, send it to goroundtable@gmail.com along with any new information that needs to be added (i.e. new jobs, education, or certifications)
- If you **DO NOT** have an old resume, I'll send an attachment either by DM, text, or email (as you prefer) that outlines the information I need from you. You'll then send that information to me by email.

STEP TWO: CHOOSE YOUR RESUME CATEGORY & FORMAT



See the attachment I'll send to you entitled "Resume Service Price List." Together, we will use that information to decide what type of resume you'll need and the related price.

STEP THREE: CHOOSE YOUR PAYMENT METHOD



Let me know whether you prefer to pay using Cashapp or Zelle. I'll send my information accordingly. Once you've sent the payment, I'll confirm receipt so you'll know you're all set!

STEP FOUR: THIS IS WHERE I GET TO WORK FOR YOU!



Within 48 hours of receiving your information and payment, I'll contact you using the method you choose (DM, Text, call, or email) to let you know your new resume and cover letter have been sent to your email and ready for your review!



STEP FIVE: REVIEW AND EDIT

Open and review your new resume and cover letter when you have free time to sit and really look through the details. If there's anything you want me to change, your edits are free if you contact me within 48 hours of receiving your set!