

# ADVANTAGE Resumés

## COSTS

1. Resumés – from \$100 for School Leavers
2. Cover letters – from \$25
3. Selection Criteria – from \$50 per Criteria – excepting those requiring a simple or yes / no answer
4. Online job application service - negotiable

## CVs/RESUMÉS

The price of a Resumé will depend upon your experience, the complexity of the type of work you have done and the specifications of the Position you are applying for.

ADVANTAGE Resumés provides a professional Resumé Writing Services that range from \$100.00 - \$400.00

I can provide a quote on creating a new professional Resumé when you ring or email me. It is especially helpful if you can email your current Resumé and outline what type of role you would like to apply for.

Attach your existing Resumé to an Email and send it for a Free, No Obligation Quote, to [advantageresumes101@gmail.com](mailto:advantageresumes101@gmail.com), ... OR, ring for an obligation free discussion on 0413 073 728.

For people who live on the Northern Tablelands NSW who would like to have a **face to face interview**, ... we can book a suitable day and time ... Evening and weekend appointments can be accommodated. After the interview, I do the work, and then when it is ready, you

1. Come back and see me and we go over the draft, making any changes as needed
2. When you are completely happy with what has been produced, I will print you off hard copies, save to your memory stick and/or email to you in Word format
3. Payment is then made by cash

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If you are **unable to meet me for a face-to-face interview**, we can do the interview over the phone, by email, Skype etc.

1. Email me your current Resumé with some ideas as to what changes need to be made
2. I will then phone or email you for more information
3. I work on a 50% deposit up front - if we work remotely - paid by direct deposit into my bank account or by PayPal via my website
4. When the Resumé draft is done I will email it as a PDF for you to look over and to suggest any changes.
5. We will talk further by email or phone
6. Final Payment to then be made via PayPal or bank transfer
7. On receipt of final payment, a *final version* of your documents will be **emailed** in Word document format so that you can make changes in the future if you want.

**(I can also send your job application directly to the employer or employment agency on your behalf – for further discussion)**

## COVER LETTERS

A Cover Letter is a tool which SELLS your Resumé (and YOU) to the potential employer. It is VERY important.

A Cover Letter provides introductory information about your self and why You are an excellent candidate for the position being applied for.

Well written Cover Letters explain the reasons for your interest in the company and showcase the skills and experiences that qualify you for the job, rather than just repeating the information on your Resumé.

The price of a cover letter depends on its depth and complexity. In general, Cover Letters cost \$25.

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## SELECTION CRITERIA

SELECTION CRITERIA can often be confusing and overwhelming to the jobseeker, and are separate to a Cover Letter.

Selection Criteria pricing starts at \$50 per criteria ... except for simple and yes / no type answers. I don't charge for these.

From an employer's point of view, the Selection Criteria provide the means to measure each job applicant's suitability to perform the advertised role, ... so your ability to understand and effectively respond to the criteria is very important.

*"..If your application doesn't meet all the criteria, or makes it difficult to assess your suitability, there's a good chance you won't be considered at all!"*

The intention of Selection Criteria is to provide the Employer with some level of assurance that each job is filled by a person who has the essential skills, experience and attributes. Selection Criteria set out the standards by which each candidate will be assessed.

## TIMING

My timing is consistent with the amount of production required to effectively prepare and personalise your documentation.

Please allow for:

- 30 minutes to 1 hour for your consultation interview conducted in person, by phone, email, the internet, or a combination
- Generally, a standard 2–3 days turnaround time for your final documentation – faster deadlines can be met if required.
- There is an additional fee of \$50 for timelines of 2 working days or less.