



In order to start your **Resume Writing Service** and receive a low-cost quote from *The HR Lady* for a professionally written resume, please prepare the following items:

1. Mandatory: A current version of your resume in “Word” format. Note: If you do not have a resume in the proper format, go to downloads at [www.TheHRLady.com](http://www.TheHRLady.com) for a simple resume template. This will eliminate labor costs on my end and therefore allow you to pay less.
2. Preferred: A copy or link to your ideal job description so that we can build your resume to match the hiring manager/ recruiters’ desires.
3. Optional: A copy or link to your current job description.
4. Optional: A link to your professional social media profile (LinkedIn is preferred).

Next Steps:

- A. Once you have gathered these documents, email them to [wendy@thehrlady.com](mailto:wendy@thehrlady.com)
- B. Wendy will review your documentations and send you a pricing quote (typically between \$75 and \$350).
- C. If you agree to the quote you will pay 100% via PayPal (you can use a credit card for payment and do not need to have a PayPal account).
- D. Wendy will schedule a 15-30 minute call with you to gather and/or clarify information.
- E. Your project will be completed within 5 business days (but often less) after that call is completed.
- F. You will receive a Word document as well as a PDF document for use and revisions.