

GRISHAM ADVISING, LLC

Terms and Conditions for Professional Services Including Professional Documents and Advice

Last updated: October 01, 2025

By purchasing or engaging with Grisham Advising, LLC ("we," "us," or "our") for resume or cover letter services, you ("client," "you," or "your") agree to the following terms and conditions:

1. Scope of Services

We provide editing and writing services for resumes and cover letters only. The scope of our work includes:

- Review and professional editing of your resume and/or cover letter.
- Formatting for clarity, professionalism, and visual appeal.
- Tailoring content based on the information you provide regarding your background and job goals.

No other services are included unless explicitly agreed upon in writing. You acknowledge that we are not applying for jobs on your behalf, preparing additional materials, or offering ongoing coaching or job placement services unless otherwise stated.

2. No Guarantee of Employment

You understand and agree that:

- We do not guarantee job placement, interview invitations, or employment of any kind as a result of using our services.
- The job market is variable and subject to factors outside our control, including economic conditions, industry demand, qualifications, and competition.
- Our services are intended to enhance the presentation of your existing qualifications only.

3. Deadlines and Time Sensitivity

We do not guarantee the ability to meet application deadlines. While we aim to return documents within a reasonable time frame (as stipulated on our website and materials provided to you), this is not guaranteed unless expressly agreed to in writing and is only an estimate. You are solely responsible for managing your job application timeline and ensuring you leave sufficient time for revisions or edits.

4. Client Responsibility

It is your responsibility to:

- Provide accurate and truthful information regarding your work history, education, and qualifications.
- Review and approve the final documents before submission to any employer or job platform.
- Communicate clearly and in a timely manner regarding feedback or requested revisions.

We are not liable for any consequences arising from false, misleading, or incomplete information you provide.

5. Limitation of Liability

Our liability is strictly limited to the cost of the services you have purchased. Under no circumstances shall we be liable for:

- Missed job opportunities or application deadlines.
- Rejection of applications by employers.
- Employment outcomes or compensation losses.

The only item covered under our service fee is the delivery of the resume and/or cover letter editing services as described.

6. Revisions Policy

The amount or rounds of revisions is at our discretion. Generally, there will be one first rough draft, one additional rough draft, one final rough draft, and one final document. Additional revisions may incur an extra charge.

7. Refund Policy

Due to the custom and digital nature of our services, all sales are final. No refunds will be issued once work has begun.

8. Intellectual Property

Once payment is received in full, the final resume and cover letter become your property. We reserve the right to use anonymized or redacted samples of work for our portfolio unless you request otherwise in writing.

9. Confidentiality

We will keep your personal information and any sensitive data you share confidential and will not disclose it to any third party, except where required by law.

10. Governing Law

These Terms shall be governed by the laws of the District of Columbia, without regard to conflict of law principles.

11. Data Security and Use of AI Tools

We securely store professional documents in encrypted cloud-based systems with restricted access to protect your confidentiality. On occasion, we may use trusted artificial intelligence tools to consult or enhance aspects of our services (such as grammar checking or formatting suggestions); however, all services are reviewed, customized, and finalized by a qualified professional to ensure quality and accuracy.

By proceeding with payment or engaging with our services, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.

Terms and Conditions – Cover Letter Generator and Other Automated Tools

Effective Date: October 1, 2025

Company: Grisham Advising LLC

1. Acceptance of Terms

By accessing or using the Cover Letter Generator (“Service”), you agree to be bound by these Terms and Conditions. If you do not agree, you must not use the Service. Continued use constitutes acceptance.

2. Nature of the Service

The Service is an automated tool that generates a cover letter in PDF format based on user inputs. The Service is provided solely for informational and formatting purposes. It does not guarantee employment, interviews, or job placement. The generated document is not a substitute for professional, legal, or career advice.

3. No Guarantee of Outcomes

You understand and agree that the Service is provided “as is” and “as available.” No outcome, employment, or opportunity is promised or implied. You are solely responsible for reviewing, editing, and using the generated document in connection with any job application.

4. Limitation of Liability

To the maximum extent permitted by law, the Service provider shall not be liable for any damages, including direct, indirect, incidental, or consequential damages, arising from use or misuse of the Service. This includes but is not limited to claims of lost employment opportunities, missed deadlines, or reliance on the generated materials.

5. Restrictions on Use

You agree not to share, distribute, or make publicly accessible the link to the Service without prior written consent. You also agree not to circumvent access limitations or attempt to resell or sublicense the Service. Any unauthorized sharing of the Service link will result in immediate revocation of access and termination of your license to use the Service.

6. Privacy and Information Handling

By using the Service, you acknowledge and agree that the provider may store the information you input in order to generate the cover letter. The resulting document will be delivered to you via email. While reasonable steps will be taken to protect your data, you accept that email transmission carries inherent risks, including potential unauthorized access. It is your responsibility not to include any sensitive, personal, or confidential information that you do not wish to share.

7. Modification or Suspension of Service

The provider reserves the right to modify, suspend, or discontinue the Service at any time, with or without notice. The provider may limit access to users or terminate accounts at its sole discretion.

8. Governing Law and Jurisdiction

These Terms shall be governed by and construed in accordance with the laws of the District of Columbia, without regard to conflict of law principles. Any disputes shall be subject to the exclusive jurisdiction of the courts located in the District of Columbia.

9. Severability

If any provision of these Terms is found invalid or unenforceable, the remaining provisions will continue in full force and effect.

10. Entire Agreement

These Terms constitute the entire agreement between you and the Service provider regarding your use of the Service. No oral or written statement outside of these Terms shall modify or expand their scope.

By proceeding with payment or engaging with our services, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.