



# Boost Your Resume

Service Guideline



# Boost Your Resume

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### Introduction

Even Leonardo da Vinci agreed that simplicity is the ultimate sophistication. That said, as much as it might feel tempting bulking your CV with dozens of everyday tasks to give more importance to any particular role or even to come across as someone rather more experienced, is one of the greatest CV weaknesses that are likely to make the recruiter(s) move your document to the ‘no-pile’.

With that in mind, you must use this Service Guideline to help you both understand and provide all the information required to ensure your documents will be drafted as quick as possible.

Moreover, it covers all steps of our process giving you detailed information of what you must provide us in every stage of the process, thus it is very important you read it carefully so you can provide all the information needed to avoid any delays, understand the terms and conditions of the service concerning deadlines and missing information, as well as to have access to consult it in case you have any doubts. By the end of this document, you will find a *checklist*, which consists of a ticking pace with all topics you must cover and complete throughout the process, don’t forget to use it to keep track of all the documents you have already provided and the further ones you still need to provide in the following steps.

Following this thread, if you have arrived here it means that not only are you committed to climbing the corporate ladder but you also want to do it the right way, and that is our precise cue. We want you to have the best possible CV—or résumés, as our fellow Americans call it—that will catch the recruiters’ attention and leave them curious enough to get to know the face behind the paper, thus securing you that job interview.

First and foremost, we must understand that a CV—résumé—is a summary, as the word implies. The CV is no place for lengthy descriptions of every bits and pieces we have done throughout our careers, but the place to be strict to the point. To do that, make sure you follow our Golden Rules for a killer CV.



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### *I - What Should I Have In Mind When Drafting My CV?*

- I. Recruiters have to read dozens, sometimes hundreds of CVs during a single day of a recruitment process. Don't think that they'll have time to read your new version of the Old Testament. Keep it lean.
- II. Most recruiters are Psychologists, they are wonderful but you have to be careful. If you're being prolix on your CV, you might give them the impression that you won't be able to meet deadlines and get things going, especially if pressure strikes the office.
- III. As psychologists or senior managers, recruiters have quite a good grasp of the job attributes of different roles, don't go about two pages describing your everyday duties. They know what is feasible and what resume is inflation— when someone adds false information to make a resume more attractive.
- IV. Don't say you have done things you haven't. If you have no or very little experience, acknowledge it and highlight other personal or academic traits and what you can bring to the table in exchange for some learning.
- V. Differently from academic, professional CVs should have no more than two pages, sometimes three depending on your seniority level. Think of it like that 05 minutes long WhatsApp audio message a friend has sent you three months ago and you still haven't listened.
- VI. In the English speaking-countries case, unless you hold a Cambridge CAE/CPE or CELTA, don't mention your English language level. F.Y.I. it has to be good enough for the level of the role you're applying for because you will be competing with English native speakers for the same role.
- VII. Don't confuse everyday job attributes with job achievements. An achievement is a contribution to the company, usually qualitative and/or quantitative—reduce 25% of software costs, increase client check-in/out time by 10% are achievements. Provide excellent customer service listening to all clients' requests is great but it's a given.
- VIII. Not every single job you've had in your life needs to be mentioned. Try having a 10-year span and renewing job postings and companies every year.
- IX. Photos are fantastic, bright colours and designs too. They will go great on your...Instagram profile. Throughout Europe and Australia CVs are submitted without candidate photos and in neutral colours to focus on the candidates' experience and educational background
- X. Remember that you're applying for a job and not reporting a crime at the department of police. They don't need your complete address, just the city and the state.
- XI. Recruiters don't need a description of the companies you have worked for, in case they require any information with regards to the business they will track it, you only have to provide them with your position, your job tasks and the company.
- XII. Your referees must be someone who occupied a managerial position, usually above you. Don't provide colleagues as job referees.
- XIII. You don't need to provide your referees' telephone contacts, the companies will make sure to track them if they find it necessary.
- XIV. Don't include too many job tasks in your job experiences, especially after we provide you with the Market Analysis. As tempting as it might be, and as much as it might seem to make your role more important, this might come across as resume inflation.



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### *II – Everything in its Right Place.*

To systematise our production, we have separate teams for separate tasks who are committed to helping you every step of the way. To that end, the two sectors of our company with which you will have the most contact throughout the entire process will be our Customer Service and our Operational.

Our Customer Service is your first point of contact, Mirella is utterly attentive and will carefully guide you through all the necessary steps with regards to the necessary documents so our operational team can start writing your CV and Cover Letter right away. Therefore, in case you have any administrative doubts regarding dates, types of documents you must submit, payments, terms and conditions must be addressed to Mirella at <[contact.byr@gmail.com](mailto:contact.byr@gmail.com)>. She will make sure to answer all your doubts about the highest level of both detail and attention.

Following this thread, we understand that composing those documents prompts rather technical questions that we would rather address to the writer specialised in this work directly, thus in case you have any technical questions regarding the composition of your CV, Cover Letter, LinkedIn and Seek can be directly addressed to you operational sector at <[consultant.byr@gmail.com](mailto:consultant.byr@gmail.com)>. Ray is a professional English writer with vast experience in technical and professional writing who will be delighted to answer your technical doubts regarding the content of your documents and even what to include/exclude and further tips on what recruiters expect when pipelining CVs during a recruitment process.

We shall make sure you are included in every step throughout the entire process of your service, so your needs are objectively addressed at all times. To that end, we would like to list you the steps of our process, the sector responsible for each of those steps and consequently who will be the most appropriate channel through which to contact our team and have your doubts, enquiries and needs promptly, effectively and efficiently addressed.



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### *Step 01 – Package Choosing and Initial Information*

You have contacted the company, decided on the best package for your needs, received your invoice, made the payment and sent us the receipt.

Throughout the whole initial process, you will be assisted closely by our Customer Service—Mirella—who after having received your receipt will send you the link to the Online Personal Information Form and who will also make sure you understand what to submit and when.

It's very important to note that all deadlines arranged during the sales process work as a two-way straight. That is, we can only maintain the final delivery deadlines when the clients also keep theirs.

That is because, should the client fail to meet a deadline, we have to reinsert his/her service back into our production process so other clients—who provided all documents on time—don't have their deadlines unfairly affected. Thus, make sure to contact us anytime you experience a problem or feel that you will not be able to meet a deadline to provide any kind of document or information so we can rapidly reinsert your document back into the system.



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### ***Step 1.1: Regarding the Online Personal Information Form***

We have developed a form across which you will find all the information needed to draft a consistent CV in compliance with all Australian standards.

After sending us your receipt, our Customer Service will provide you the link to the Online Personal Information Form, where we ask you everything we need to know from you in regards to your personal and professional information.

Note that you are only required to submit the Online Personal Information Form after having received the Market Analysis, which brings all the keywords necessary to help you stand out in the recruitment process.

We shall talk more about the Market Analysis on page 10.

Just so we can start cooking, below you will find the exact information we'll need to start writing your CV.

- **First and last name:** Today you can use any of your family names, here in Australia it's very common, but not a rule of thumb, to use your last name. We particularly recommend you to choose if you have two family names, the easiest one to pronounce. Given that Italian is a broadly spoken language in the country, if you have an Italian name, give it a try.
- **City and state:** insert the general name of the city you're in. i.e. if leaving in a distant area of Sydney, write Sydney to avoid any regional discrimination.
- **Valid email address:** the best choice would be having an email address with a name that matches the name of your CV and is in accordance with the position you're applying for. Try to avoid difficult and childish email addresses such as [gigi\\_smack-123@examlpe.com](mailto:gigi_smack-123@examlpe.com)
- **Phone number:** Make sure you add your correct phone number.
- **Your job title or desired job title:** Here, make sure the job title you want to match your previous job experiences or that you have the minimal requirements to apply for an entry-level position in your field.
- **Number One reason why you would hire yourself:** Here, think about your hard skills gathered over your professional background, important tasks, the software you're a proficient user, project, budget, team, stock and further kinds of management.
- **Number Two reason why you would hire yourself:** Here, think of your soft skills. i.e. time-management, analytical approach, business awareness, interpersonal skills, excellent written and verbal communication, ability to work well even under pressure.



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All the information listed above must be present in your current CV, don't mind format, spelling slips and the like. What's important is to make sure all the information present in your CV is up-to-date and that all information has been provided.

### *Step 1.1.1: Preparing the documents – Work History*

It is utterly important that when listing your work history you revise if all the dates are correct when you joined and left each company as well as the tasks you have carried. Furthermore, make sure to list, separately, your achievements in each company, usually highlighted right below your job roles. However, think about the difference between achievement and a job requirement, which we shall cover in the next topics.

Now that you already know what goes where and why you can start gathering information in one document only with the help of our guide. Please, make sure to carefully read the information to be included in each job experience you've had and tick it on the step-by-step page. You can print the pages as many times as you need or use a digital copy of it to tick and fill in the information required, just make sure you use one page for each job role you had through your professional career.





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### *Step 02 – Links and Market Analysis Research*

After you have passed through the initial process, Mirella will ask you for the links to the job postings you want to apply for. This is a crucial part of the process without which nothing else can be done.

The Market Analysis is a particular different service we are proudly able to offer you given our team expertise in the fields of Human Resources, Administration and Language. All the jobs you have been looking for on LinkedIn, Seek and any other online platform will be needed by our operational sector so the writer can get a grasp of the professional profile the recruiters of different companies are looking for.

Forget what you have learnt about translating your CV or writing a general one to be able to apply to several positions. You will—should you write a general CV—be able to apply to a vast array of positions, however, we must advise you that a general CV severely decreases your chances of securing a job interview and consequently the job position itself.

The recruitment process is all about keywords and objectivity. As pointed out earlier, recruiters don't have time to thoroughly read the overwhelming amount of CVs they receive, they just rapidly skim your skills, career summary and you must grab their attention right there. To that end, our writer will carefully read your CV carry out a Market Analysis according to your professional profile to understand your market needs in regards to professionals.

As a result, Boost Your Resume's Market Analysis is pretty exclusive, i.e. two civil engineers cannot use the same Market Analysis unless they have worked for the same past companies doing the same job tasks, which is highly unlikely. This considerably increases your chances of getting noticed by the recruiter and thus securing the job interview in which you will most definitely be able to leave some mouths open, especially if you opt for our Interview Preparation Guide in which a real-life Psychologist Recruiter will help you mastering exactly what recruiters want to see in their candidates. All of which is accompanied by our tailored Interview Preparation Guide document with field-specific questions that are likely to be thrown at you during the interview.



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### *Step 02.1 – Market Analysis; the Real Deal*

After all links have been provided, our operational team will tailor your personal Market Analysis. This will be sent to you, usually, through our writer's direct corporate email in which you will receive the aforementioned document, a Guide on how to answer the Market Analysis inside your Online Personal Information Form, a further document containing our CV templates for you to choose different designs and an example file on how your Personal Information Form will look like after it has been finalised.

You will also notice that this email will always be forwarded to you with a copy to our Customer Service. That is because, as the name itself implies—laughs—carrying out a Market Analysis research is an operational task that is carried by our operational team, however after you carefully read and answer the document to return it to us, an administrative task takes place.

All of your documents will be carefully revised to check whether all the necessary information have been provided and added to our system accordingly to our procedural production so we can continually maintain a smooth running of the process. Thus, your documents must be sent back, answered, to our Customer Service at <[contact.byr@gmail.com](mailto:contact.byr@gmail.com)> who will make sure to carry out all the above-mentioned process.

Here you will find a list of what you must specifically do at this point regarding your Market Analysis:

- I. Carefully read the MA document and highlight in **yellow** all the tasks you have carried in your previous jobs.
- II. Copy each highlighted item on your list and paste them on your original CV, placing each task in the proper job experience section. e.g. 'Stock Management at Johnson's Warehouse'. You don't need to delete anything from your original CV, just include it.
- III. Save the file and send us back both your edited CV and the list with your highlights.
- IV. Choose which template you would like your CV to be written. You will be receiving a PDF file with all our current templates. If you don't wish to choose a template we shall choose one that best fits your profile. However, **LAYOUT changes won't be accepted in this case.** Only mild changes in colour, type and comments on the written content.

### *In case you don't have this information in your CV, please include:*

- I. ALL your professional background ranging from the past ten (10) years. Including what you believe is not necessary. **Remember to add the month and the year when you joined and left those companies.**
- II. All your tertiary educational background, that is university education onwards. Include the name of the institution, type of degree, i.e. if a bachelor's, certificate, short course, master's postgraduate and so forth.
- III. Don't forget to include the month and year you started and completed your studies
- IV. Full name of three referees, including their positions and the names of the companies. It cannot be a co-worker, it must be a manager, supervisor, team leader and so forth.
- V. **Moreover, the referee must have worked in the same company as you, you cannot use a friend who's a manager in a company to which you have never worked.**



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It is of paramount importance that you send us everything at once so you can have your finished document in your hands as soon as possible to start your job applications.

Please note that after the first draft of your CV has been sent by our writer, you have two working days to answer the email requesting any alterations regarding its content, as established on our Terms & Conditions, in case you don't answer the said email within the aforementioned time, we shall consider the documents approved.

Moreover, it is by answering the email from our production that you can request alterations as well as clear out possible doubts you might have, thus, if you fail to answer this email or, furthermore, fail to provide us with any of the above requested information with regards to references, dates, months and the like, we shall not include this information afterwards. Those, in turn, will have their proper places highlighted by our writer and will be reminded about the need to include them. Therefore, you must make sure to send all the necessary information when it's first requested.



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### *Step 02.2 – Concerning Achievements: what are they, really?*

It's a foregone conclusion that achievements are one of the defining traits of an honestly good CV. However, many people forget achievements are special contributions you have managed to make to the companies you have worked for that surpassed your job requirements and thus your managers' expectations.

This includes important projects you have actively taken part in and the improvements you have implemented through those projects, which are usually quantitative. For example

✓ I've led the substitution of our sales software managing to reduce costs by 25%.  
Achievement

X I've ensured customers and clients' needs and demands were thoroughly met and their complaints promptly addressed. Job requirement

When drafting your achievements, please consider:

[ ] Which were your primary responsibilities? Which were your biggest challenges and how did you overcome them? Which were the results?

[ ] What are you most proud of in each job you have had in the past?

[ ] How did you save time for your employer or how did you increase productivity?

[ ] What have you done to increase the sales or the revenue to the company? How did you do that? Which tools, skills, knowledge, software and procedures did you use?

[ ] What have you done, and how, to lower the costs and expenditures to the company? What software did you use?

[ ] How have your actions in this role improved the performance of your team, department and company?

[ ] What have you done that is now a model to others?

*[V] Tick all the boxes according to your progress to make sure you have covered all the items.*

**P.S.: Do your best to think about any achievements throughout your career, however, in case you don't have any or if you don't count with much experience you need not stress about it. In this case we shall focus on your educational background and extra courses coupled with your personal skills.**



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### *Step 3– Concerning Achievements: Cover Letters*

Consider what we discussed in topic **2.2**; achievements come down to tasks you have carried in your past job experiences that have surpassed your job requirements and therefore managers, supervisors or monitors expectations. In other words, achievements are nothing less than quantifiable contributions you have made to the company that has improved the business in any given way.

Following this thread, achievements are, firstly, difficult to be translated into topics to go on our CVs. That is, given that a CV—or résumé—is a summary of our professional life, added to the fact that recruiters don't thoroughly read them in their entirety, CVs must be written in topics that not always contemplate the complete scope of an amazing achievement we have. Whatever achievement that can be put into your CV will be put there but it is on the Cover Letter that we can explore them, of course, with a master dominion of language to translate the achievement to the recruiter without coming across as fancy or even egocentric and here is where we enter to help you with our Professional Cover Letter, written for you through the pen of an English professional writer with over a decade of experience in literature, academic and professional compositions editing, proofreading, ghost-writing and English language teaching. Therefore, your documents will be in good hands.

Therefore, to draft a tailor-made cover letter for you, please, take a minute to answer the questions below.

*Tell me a little bit about you—technical skills—and what makes you suitable for the position you're applying for.*

*Why we should hire you?*



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### *Step 5: LinkedIn & Job Boards*

Just to think about all the trouble our grandparents had to go through to make sure their CVs would end up in the hands of a recruiter makes me tired. If only someone had thought about a way to make it easier to reach the whole world from the comfort of your own home, right?

No, wait...they did!

LinkedIn joins the better of two worlds, it is, just to put in plain language, a social network for professionals who are either on the job hunt or just, you know, networking.

There you meet people from your field as well as getting to know and interact with several different professionals, sharing knowledge and tips to keep up-to-date with the latest trends and all kinds of innovations in the market, in addition, receiving endorsements from previous superiors who 'vouch' for your professionalism and for everything you claim to be on your platform. This, of course, makes it much easier to be noticed by a variety of recruiters and, of course, greatly facilitates and shortens the recruitment processes, which used to be a tiresome and time-consuming task.

Before we can start working on your account, you must remove the two-step verification from your account. Sometimes we don't even realise it is enabled, however, most of the times the platform initiates with them this way when we set up the account as a way of making sure your account is secure against invasions.

Therefore, we shall provide you below with a link to a LinkedIn official helpdesk page with a step-by-step on how to remove this security measure, which can, of course, be put back up again after we have finished working on your account so you can have it secured.

<https://www.linkedin.com/help/linkedin/answer/544/turn-two-step-verification-on-and-off?lang=en#:~:text=Click%20the%20Me%20icon%20at,status%20of%20two%2Dstep%20verification>

Further information to be sent to us include:

- A preferred photo for the banner section; if you don't have one we can draft a banner for you.
- Separate a good image from you, especially if you have a photo in your work environment that translates your professional attitude. In case you need any help identifying or knowing how to take such a photo, have a look at what the folks from Forbes have to say about it;  
<https://www.forbes.com/sites/background-photo/#12d71b50501b>



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### Step 06: Interview Preparation

If you managed to get to the interview, it means that you have already won 85% of the struggle, however, as much as you might have already walked most of the path, the rest 15% is the most decisive and difficult part of it.

Every single step we have been addressing since the beginning of this guideline have been towards the achievement of one goal, granting you that phone call or email from the company inviting you for an interview. Many people erroneously think that the CV, cover letter and LinkedIn either as standalone documents or as a package will by themselves grant you the job but unfortunately, especially in today's market, not quite.

Of course, those are utterly important documents and steps to be taken in our job hunt if we do want to secure a job interview, which is a process through which all of us have and will go through in our careers. Thus, the primary objective of those documents is to bring us to the interview room where everything we claim in those documents will be put to test so recruiters have a better grasp of who we are both professionally or, no one should rule this aspect out, personally.

That is because even though we are thinking about the position we want and nothing else, recruiters must think in a much broader sense and work to fill an empty position evaluating the impacts of this new addition to the company in its own and any further related department. That is, nowadays companies understand that little does it matter if candidates have an outstanding CV and educational background if they cannot work in collaboration with others, if we don't deal well with critiques, pressure, deadlines and, as you might imagine, no one puts in their CVs that they cannot do those things.

In the CV, everyone is a team worker, flexible, works well under pressure, highly analytical, passionate about this and that and a non-counting range of the most beaten adjectives describing skills that logically is not present in all of us.

Interviews, evaluations and all steps of the recruitment process are carried by the Human Resources department, which in turn will count with one if not several psychologists who will own this process.

With that in mind, if you think that just memorising your CV and repeatedly acknowledge how much of a dedicated professional you are and how much you want to work there, the designing of the recruitment processes will search for your weaknesses, find them and work on them to get an accurate inference on the 'real' you. Thus, if you think you will score some points saying that your biggest flaw is to be too perfectionist, or that you prioritise work over leisure and family, you will actually be one step close to be moved to the 'no pile'.

This means that we have to prepare beforehand and rehearse our lines and explore those weaknesses in order to predict them and avoid getting caught by surprise and hang in there sweating unable to give a reasonable answer.

The **BYR Interview Preparation** was designed exactly to this end, where you will have access to a tailored face-to-face interview with our psychologist and recruiter who will not only interview you but help you identify all bits and pieces related to the recruitment process, how



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to properly answer recruiters' questions, the most beaten and possible field-related questions based on the market trend, how to behave before, during and after the interview, how to acknowledge past mistakes and so forth. Moreover, as this is more often than it should, our recruiter will help you on how to ask the right questions as this is a way recruiters get an inference on how aware you are about the company, its values, visions, mission and purpose in the market and to what extent you understand your role in all of this.

Aside from this rehearsal helping you getting Batman-like prepared for the interview, you will also have access to the detailed *Interview Preparation* document addressing, behavioural questions, generic questions, ice breakers, conversation starters as well as a field-specific section designed and written according to the specific field/role you are applying for so you can enter the interview room backed by your educational background and professional qualifications perfectly translated into solid documents combined with the confidence developed through the interview preparation to win.





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### Step 07 – Checklist

We know that everything we have been addressing throughout this document amounts quite a lot of information, for that reason we have designed this checklist to help you making sure you haven't forgotten anything you must provide us so our operational department can draft you the most accurate documents with regards to both your personal and professional profiles to increase your chances of securing your dream job and thus moving your career further on your way to the top.

Here you will find a straightforward summary of all the steps you must complete with regards to documents and information so we are able to get your documents ready as fast as possible

#### ***I - Personal Information***

- ☐ My first and last name is accurate
- ☐ I have made sure to include a brief section about myself, my experiences and my goals
- ☐ City and state
- ☐ Valid email address
- ☐ Phone number
- ☐ All the dates of my courses and further academic qualifications have been revised and completed with the **name of the institution, type of degree and starting and finishing month and year.**
- ☐ Job title or desired job title
- ☐ Hard skills—software, systems, platforms, equipment.
- ☐ Soft skills—personal traits, such as flexible, time-management
- ☐ Number one reason you would hire yourself
- ☐ Number two reason you would hire yourself
- ☐ I have put all this information in **one document only**

#### ***II - Work History on original CV***

- ☐ I have included no more than 10 (ten) years of my professional career
- ☐ I have separately included my achievements in each company—**acknowledged below the job description of each company.**
- ☐ All the information in my CV is in **English.**
- ☐ I have inserted the FULL NAMES of 03(three) SUPERIOR referees such as managers, supervisors or team leaders
- ☐ I have inserted the job titles and companies of all three referees
- ☐ I have put all this information in one document only



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### **III - Material for Market Analysis**

[ ] I have gathered 10 (ten) and no more than 10 links to jobs I would like to apply for.

**P.S.: You cannot provide pictures, screenshots and generic links with further ten jobs in it. It must be valid links to LinkedIn or any other job board advertising a job position you would like to apply for.**

### **IV - After receiving my personalised Market Analysis**

[ ] I have carefully read item by item throughout the page(s) and highlighted what I have already done/worked with in yellow

[ ] I have copied and pasted item by item of what I have already done in the Market Analysis in each of my job experiences across my **Online Personal Information Form**. (Don't include repetitive items from company to company)

[ ] I have made sure to include **only** true and accurate information

[ ] I have NOT included extensive and exhaustive information in each of my job experiences. (Remember, CVs must have no more than 02 pages)

[ ] I have chosen the template of my CV

[ ] I have put all this information in one document only, the Online Personal Information Form

[ ] I have chosen the template of my CV, which accompanied the email with my Market Analysis. If I fail to do so, a template will be chosen according to my professional profile and changes will only be accepted in terms of colour

### **IV - After receiving the first draft of my CV**

[ ] I have carefully read all the information

[ ] I understand that the yellow highlights concern either missing information or information I MUST revise and approve

[ ] I understand I can request any changes regarding items I don't like or are not correct on account of a production mistake

[ ] I understand I have 02 (two) working days to respond to the email with the first draft of my CV, otherwise, it will be considered approved and the Cover Letter will be drafted according the first draft of this document and that alterations requests will only be accepted in cases of any possible production errors

[ ] I understand that I cannot request the inclusion of any information I failed to provide, if this happens I shall have access to the editable Word format of my CV to do so

[ ] I have chosen the template of my cover letter, which accompanied the email with the first draft of my CV, if I fail to do so, a template will be chosen according to my professional profile and changes will only be accepted in terms of colour

### **VI - Material for Cover Letter**



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[ ] I have briefly mentioned up to ***five quantifiable*** achievements of my three most recent/important professional experiences

[ ] I have ensured to provide detailed information on my achievement such as what was the particular project, how I managed/coordinated/participated and the preferably quantifiable result of the project and, when applicable, how it impacted the company's business thereon

[ ] I understand that if I have any technical doubts regarding this information, I can address them to Ray, in English, on <[consultant.byr@gmail.com](mailto:consultant.byr@gmail.com)>

[ ] I understand I have 02 (two) working days to respond to the email with the first draft of my CL, otherwise, it will be considered approved and alterations requests will only be accepted in cases of any possible production errors

[ ] I understand that I cannot request the inclusion of any information I failed to provide, if this happens I shall have access to the editable Word format of my CL to do so

### ***VII - Material for LinkedIn***

[ ] I have provided a suitable banner to be included on my profile. If I don't have a preference BYR will design one based on my profile.

[ ] I understand that I must remove the two-step verification on my account through the link <<https://www.linkedin.com/help/linkedin/answer/544/turn-two-step-verification-on-and-off?lang=en#:~:text=Click%20the%20Me%20icon%20at,status%20of%20two%2Dstep%20verification>>

[ ] I understand that in case I use a two-language profile, only my English profile will be altered according to the information of my new CV

[ ] If I wish to include some statement or impact phrase on my profile/banner, I must communicate it to the customer service on <[contact.byr@gmail.com](mailto:contact.byr@gmail.com)>

[ ] I understand that the institutions I have studied are not usually included on the CV but I must provide them to be included on LinkedIn—only applicable if you have bought the service

[ ] My profile picture will only be altered if I provide one

[ ] **I have contacted the customer service via WhatsApp to schedule my interview**

### ***VII - Interview***

[ ] I understand that I shall receive an Interview Preparation tailored for me with instructions for the future job interviews



# Boost Your Resume

## HUMAN RESOURCES

### Conclusion

This document was carefully written to help you in every step of the process. In it you will need to provide us so we can draft your documents with the highest level of quality and accuracy with both the market requirements of each different field and your personal and professional Profiles.

It is utterly important that you read this document carefully. After doing so, use it as a step-by-step when gathering all your documents to be sent, making sure everything with regards to personal and professional information, educational background, dates, names of references, companies, job roles, promotions, projects, achievements, software and further skills is provided at once, and accurately, to avoid any delays in the process. Thus allowing you quickly start using it in your job hunt.

If you have any technical doubts regarding the production of your employment documents, the appropriate channel through which clear out your doubts as quick as possible is <[consultant.byr@gmail.com](mailto:consultant.byr@gmail.com)>. Any further doubt must be addressed to our administration and customer service at <[contact.byr@gmail.com](mailto:contact.byr@gmail.com)>.

Best of luck.

**BYR.**