

# Executive Resume Writing Services

Welcome—and thank you for considering us for your executive career needs.

For more than **30 years**, we've partnered with **senior executives, directors, and C-suite leaders** to secure interviews, board opportunities, and top-level roles. Our expertise goes beyond resumes—we create **executive resumes, board-ready bios, leadership cover letters, and LinkedIn profiles** that highlight your unique value, vision, and results.

We understand the stakes are higher at the executive level. That's why we provide **strategic, confidential, and collaborative support**—ensuring your brand communicates leadership, impact, and measurable achievements.

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## Why Choose Our Executive Resume Services?

- ✅ **Proven Executive Success** – Decades of experience helping CEOs, CFOs, COOs, and other leaders land top roles.
  - ✅ **Tailored Career Branding** – Every document is designed to highlight your leadership strengths, strategic impact, and board-level readiness.
  - ✅ **ATS & Recruiter Optimization** – Even executives must pass through **applicant tracking systems (ATS)**. We ensure your resume is keyword-rich, recruiter-friendly, and designed to reach decision-makers.
  - ✅ **Confidential & Comprehensive Support** – From resumes to LinkedIn presence, we deliver the tools executives need for successful transitions and advancement.
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## Executive Resume Services & Packages

Executives can purchase services individually or choose one of our premium packages.

👉 These tools significantly increase visibility with executive recruiters, board members, and hiring committees.

### Individual Services

- **Executive Resume** – Strategic, ATS-optimized, and results-driven resumes that highlight leadership impact.
- **Executive Cover Letter** – Persuasive, tailored letters that position you as the leader of choice.
- **Board Bio / Professional Biography** – One-page brand narrative, ideal for board opportunities, speaking engagements, and networking.
- **LinkedIn Profile Optimization** – A compelling online presence designed to influence executive recruiters and decision-makers.
- **Follow-Up Letter** – Professional correspondence to maintain momentum in the hiring process.

- **Thank-You Letter** – Thoughtful follow-up that reinforces your executive brand.
- **Recruiter Letter** – Targeted outreach to executive search firms and recruiters.
- **Text Resume** – Simplified format for digital submissions without losing key information.
- **References & Compensation History** – Professionally prepared for when required at later stages of the hiring process.

## Packages

- **Complete Executive Package** – Includes everything above, providing a comprehensive career toolkit. *(Best value for executives seeking full career transition support.)*
- **Semi-Package** – Includes Resume (Word & PDF), Executive Cover Letter, Follow-Up Letter, Thank-You Letter, LinkedIn Profile, and Text Resume. *(Ideal for leaders who want the essential tools to position themselves effectively.)*

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## How Our Executive Resume Process Works

1. **Call us** weekdays between 9–5 EST at **(864) 292-5288** for a confidential consultation.
2. **Email** your current resume or career notes to [expertresume@yahoo.com](mailto:expertresume@yahoo.com).
3. **Executive Strategy Session:** We review your materials and discuss your leadership goals, target roles, and board or career aspirations.
4. **Transparent Pricing:** Based on your executive needs, we email you a clear proposal regarding services and investment. *(No pressure—just options.)*
5. **Payment:** Once you're ready, simply call us with payment details. We accept all major credit cards.
6. **Drafts & Refinement:** Within days, you'll receive drafts of your documents. We revise until you are completely satisfied—**our quality guarantee**.
7. **Ongoing Support:** We keep your documents securely on file for future updates as your executive career evolves.

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## Ready to Take the Next Step in Your Executive Career?

Let's craft the **executive resume, board bio, and career branding tools** that help you stand out, command attention, and secure your next leadership role.



**Call Bob Prock:** (864) 292-5288



**Email:** [expertresume@yahoo.com](mailto:expertresume@yahoo.com)



**Website:** [expertexecutiveresume.com](http://expertexecutiveresume.com)

*Executive Resume Specialist | 30+ Years of Experience*