

Professional Resume Writing & Career Services

Welcome—and thank you for considering us for your professional resume needs.

For over **30 years**, we've helped **34,000+ job seekers** land interviews and advance their careers with expertly crafted **resumes, cover letters, LinkedIn profiles, and other essential job search documents**. We know what works in today's fast-paced hiring market. We combine professionalism, knowledge, and expertise to make the process smooth and focused on your career success.

Why Choose Our Resume Writing Services?

- ✅ **Proven Success** – 3+ decades of expertise in resume writing and job search strategies.
 - ✅ **Personalized Approach** – Every document is custom-tailored to your career goals and target industry.
 - ✅ **ATS Optimization** – Most companies use **applicant tracking systems (ATS)** to filter resumes. We ensure your resume is keyword-optimized to pass ATS scans and reach hiring managers.
 - ✅ **Complete Support** – From ATS optimized professional resumes to LinkedIn optimization, we cover every step of your job search.
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Professional Resume Services & Packages

You can purchase individual services or choose one of our cost-saving packages.

👉 These tools significantly increase your chances of being noticed, landing interviews, and getting hired.

Individual Services

- **Professional Resume** – Modern, ATS-friendly resumes that highlight your strengths. (See samples at expertresume.com).
- **Cover Letter** – A compelling letter that grabs employer attention. (*Don't skip this—cover letters increase interview chances!*)
- **Follow-Up Letter** – Reconnect with employers if you don't hear back.
- **Thank-You Letter** – Differentiate yourself after interviews. (*Few candidates send one—take the extra step and be the one who does*)
- **Recruiter Letter** – Reach staffing agencies and recruiters at no cost to you.
- **LinkedIn Profile Optimization** – Build a strong online presence; hiring managers always check LinkedIn after receiving your resume.
- **Text Resume** – Properly formatted for online applications and copy-paste submissions.

- **References & Salary History Sheet** – Be prepared to provide these instantly.
- **Professional Biography** – A one-page personal brand document, perfect for networking and follow-ups.

Packages


- **Complete Package** – Includes everything above for a full job search toolkit. *(Best value for serious job seekers.)*
- **Semi Package** – Includes Resume (Word & PDF), Cover Letter, Follow-Up Letter, Thank-You Letter, LinkedIn Profile, and Text Resume. *(A solid option for job seekers who need job search tools to get started).*

How Our Resume Writing Process Works

1. **Call us** weekdays between 9–5 EST at **(864) 292-5288** to get started.
2. **Email** your current resume or notes to expertresume@yahoo.com.
3. **Career Consultation:** We review your materials and discuss your goals (industry, target jobs, local vs. national search, etc.).
4. **Transparent Pricing:** Based on your needs, we email a clear list of services with pricing. *(No pressure—just options.)*
5. **Payment:** When you're ready, simply call us with payment details. We accept all major credit cards.
6. **Drafts & Revisions:** Within a few days, you'll receive drafts. We revise until you're 100% satisfied—**guaranteed**.
7. **Future Updates:** We keep your documents on file for updates in the future.

Ready to Take the Next Step?

Let's create the resume and job search tools that help you **get noticed, land interviews, and secure your next great opportunity.**

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

 **Email:** expertresume@yahoo.com

 **Website:** expertresume.com

Bob Prock

Professional Resume Specialist | 30+ Years of Experience