



Resume Services — Timeline Phases

Phase 1: Intake & Discovery

- Client completes intake form
 - Role targets, experience level, and goals clarified
 - Resume type confirmed (career change, advancement, re-entry, etc.)
-

Phase 2: Resume Review & Strategy

- Existing resume reviewed (if applicable)
 - ATS considerations identified
 - Content gaps and strengths assessed
 - Overall strategy defined
-

Phase 3: Draft Development

- Resume structure created
 - Core content written or rewritten
 - Achievements and impact refined
-

Phase 4: Editing & ATS Optimization

- Language tightened and clarified
 - Keywords optimized for ATS
 - Formatting reviewed for readability and compliance
-



Phase 5: Client Review & Revisions

- Draft delivered to client
 - Client feedback collected
 - Revisions completed (within scope)
-

Phase 6: Finalization & Delivery

- Final resume delivered
- File formats provided (PDF / Word)
- Optional guidance on next steps (cover letter, LinkedIn, etc.)