



Service	Budget Conscious (\$300-440)	Full Service (350-550)
Who is Eligible?	Available to non-professionals who have been working for several years, up to middle management. Not an option for New Grads or Senior Leadership roles.	An option available to all; a must for New Graduates as well as Senior Leadership (Director, GM and above).
Homework This step is useful to both writer and client. From your perspective it helps you articulate who you are and what you've done in preparation for an actual job interview.	Generic Questions - Each Budget Conscious client, regardless of background, receives a standard set of questions. These are to be used to prepare for our interview. The questions help you gather basic information so that we are ready to "hit the ground running" during your interview with me (see next row).	Customized Questionnaire - Each Full Service client receives a customized questionnaire that is to be completed and returned prior to the interview. The questions and layout are set up in such a way as to facilitate your answers and improve my understanding of your roles and achievements. Imperative for new graduates and senior level clients.
Telephone Interview An indispensable information gathering tool. I interview you to unearth talents, results and accomplishments.	The Budget Conscious package includes a <u>one-hour</u> interview. The questions will launch our discussion, and it is up to each client to be prepared for best results.	The Full Service client's interview will last on average 1 ½ hours, or as long as is required to gather details and context for the very strongest of resume content.
Resume and Cover Letter The foundation of all job searches, the resume and cover are an inseparable pair in each New Leaf package.	The Budget Conscious client receives an excellent resume and cover letter. As an award-winning resume writer, I apply the same quality of writing and strategy to all client work.	The Full Service client will receive outstanding documents, often with a branding strategy (depends on client's background).
Reference Page	Not provided.	The reference page, formatted to match the resume and cover for a professional portfolio look, also incorporates a marketing aspect.
Client Resources: ✓ Job Search Tips ✓ 3 Essential Interview Tips ✓ Tips for New Job Success	Available in both the Budget Conscious and Full Service Packages. Job Search Tips is sent along with your Resume and Cover Letter. 3 Essential Interview Tips , a 10 page resource that contains an unexpected bounty of seldom-heard information is yours when you email to share that you landed your first interview. Tips for New Job Success , another 10-pager full of great info to steer you to success is yours when you share that you landed a job offer!	