



PROFESSIONAL RESUME & CAREER DOCUMENT WRITING SERVICES

Whether you'd like to take a step up or make a lateral move, Service Mindset Consulting will help you uncover your differentiators, communicate your unique story, and position yourself for career advancement. We help leaders capture and convey their value in the marketplace and provides personalized solutions that address critical skill gaps, drive high performance, and unlock leadership potential.

PROFESSIONAL RESUME: The foundation of your career document package, your new resume will focus on your key strengths and selling points, scope of roles and responsibilities, and the impact you have made. An engaging resume that clearly articulates your successes and differentiates you from your competitors is critical in today's talent marketplace. **Investment: \$199 - \$499**

LINKEDIN PROFILE: Your LinkedIn profile is essential in today's job market. It reflects your brand to the professional world—serving as the first impression to recruiters and hiring managers—and will be the first place your future employer visits after scanning your resume. It is crucial that your background, skills, and accomplishments are showcased—and that your profile is optimized for keywords and aligns with your new resume. **Investment: 50% of resume fee**

COVER LETTER: Cover letters have made a comeback as the job market has heated up and the candidate pool has increased. Cover letters are generally written with a specific job in mind—and focus on what you will bring to the table. **Investment: \$89**

PROFESSIONAL BIO: More prevalent in some industries than others, your professional bio will be written in a long-form, narrative style. **Investment: 50% of resume fee**

Contact Jennifer Arutunjan at **716-772-4055** or servicemindsetconsulting@gmail.com to schedule a complimentary **20-minute** phone call to discuss your needs. Visit us at: www.servicemindsetconsulting.com