

Professional Resume Support:

Providing you with access to your own Personal Resume Writer

Welcome to DATAGROUP's Resume Support Service. We look forward to working with you to update, revise, and complete your resume in a timely fashion. Please fill out the Program Request Form on page 2 to begin your Resume Support program.



The Resume Services Program

The RESUME Services program provides you with all of the tools you need to update and complete your resume quickly. Let us introduce you to the services you will receive:

Resume Assistance: Our resume writers are standing by to develop and produce your professional resume highlighting your skills and work experience. Within 72 hours of our appointment to review your resume, we will provide you with a completed first draft of your resume.

Follow up and final presentation: After we complete and send you the first draft of your resume, we will set up a review session with you to examine your resume for any edits or corrections and to confirm the information on the resume is correct. In addition, we will mail you samples of your printed resume along with our "how to" guide for updating your resume in the future.

Bonus Job Search Strategy Session: With over fifteen years of job search coaching experience, we offer you the opportunity to participate in a one-hour telephone appointment to review your job search strategy. We will be happy to share with you hints and tips that other job seekers have used in their successful job search campaigns.

From our recent clients:

- ❖ "I owe you a huge Thank You for the awesome resume you created. I have started my new job and have already been promoted!" - *Contract Manager*
- ❖ "The resume exceeded my expectations. You helped me to clarify my job descriptions, added key words and polished everything up." - *Mechanical Engineer*
- ❖ "The resume was a great presentation and representation of me." - *Production Planner*
- ❖ "I feel as if I have a well-worded and detailed resume now." - *Advertising Account Manager*

To begin, please complete the **PROGRAM REQUEST FORM** and return to: DATAGROUP
(330) 761-3458 phone
(330) 761-3516 fax
hsharnsky@datagroupinfo.com
<http://www.datagroupinfo.com>



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PROGRAM REQUEST FORM

(Please Print)

Part I: Current Status

Employee Name:

Company:

Program will be provided to: (*name*)

Home Mailing Address:

City, State, Zip:

Home phone:

Work phone:

Cell phone:

E-mail address:

I would prefer that you **DO NOT** contact me at work.

Part II: Current Employment Information

Job Title:

Employer:

Part III: Relocation Plans

Estimated Relocation Date:

Destination Community (City, State):

Desired Job Title/Occupation:

Desired Industry to work in:

Please return this completed PROGRAM REQUEST FORM to

E-mail: HSHARNSKY@DATAGROUPINFO.COM

Fax: 330-761-3516

Phone: 330-761-3458

General 3/15

Office Use Only:

Date Received

Program Info Sent