



PREP YOUR PATH

Career Development for Students

DATE:

CANDIDATE:

LEVEL: ___ HIGH SCHOOL; ___ COLLEGE; ___ RECENT GRAD/PROFESSIONAL

EMAIL:

CELL:

CONTRACT AGREEMENT

SERVICE

Prep Your Path agrees to provide Resume Writing Services for the above Candidate. Working exclusively with Anne Finnegan, Certified Professional Resume Writer (CPRW), Candidate will receive one “core” and up to two “targeted” resumes in both Microsoft Word and PDF. Recent Grads/Professionals also receive a new or updated LinkedIn profile (“Services”).

FEES

The fees for Services are: High School, \$245; College, \$295; Recent Grad/Professional, \$395.

Service begins once Candidate has signed the Contract Agreement and provided a nonrefundable deposit of \$95 by credit card. Final payment is due on project completion. Alternatively, Candidate may provide full payment up front, including the nonrefundable deposit of \$95, by credit card, Venmo, Zelle, or PayPal.

If Candidate requires additional targeted resumes, the fee is \$45 each. Any changes requested after final resumes have been delivered are charged at \$45 per hour, with a \$25 minimum.

PROCESS

Prep Your Path strives to complete resumes within 3-14 days of the service start date, including 1-2 days for professional proofreader services to check for typographical and grammatical errors. We edit resumes until you are 100% satisfied.

1. *Resume Development:* To ensure that information is collected effectively and efficiently, Candidate agrees to:
 - Provide 2-5 online job postings or summaries of targeted search opportunities
 - Provide a current resume or summary of experiences
 - Participate in telephone or email discussions as needed for review of objectives, experiences, and resume drafts
2. *Drafts:* Candidate receives the first draft of a “core” or “targeted” resume within 1-3 days of receipt of the resume content information and deposit. It is essential that Candidate provide feedback to edits in a timely manner to ensure completion of all resumes on schedule. Failure to do so may result in project termination and loss of deposit.
3. *LinkedIn Development and Follow-up:* After resumes have been completed, Recent Grads/Professionals will receive a new or updated LinkedIn profile. Any client may follow up with questions at any time at no fee.

TERMS

Candidate assumes responsibility for 1) the accuracy of all information on final resumes, 2) the accuracy of final editing and proofreading, and 3) personal actions and outcomes that result from services provided by Prep Your Path.

By engaging with Prep Your Path, Candidate maintains that he/she has read, understood, and agrees to abide by the conditions in the *Terms & Policies* on the website (www.PrepareYourPath.com).

ACCEPTANCE

Your signature below constitutes acceptance of this Contract Agreement. Thank you for your business. We look forward to working with you. Please contact Anne Finnegan if you have any questions at Anne@PrepYourPath.com or (914) 263-1759 (cell).

Anne Finnegan

By Prep Your Path LLC

Signature

By Candidate or an Authorized Person

Signature

We Help You Navigate Your Career

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