



# PREP YOUR PATH

Early Career Navigation Services

DATE:

CANDIDATE:

EMAIL:

LEVEL: HIGH SCHOOL \_\_\_ ; COLLEGE \_\_\_ ; PROFESSIONAL \_\_\_

CELL:

## 2021 RESUME WRITING CONTRACT AGREEMENT

### SERVICE

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

### PROCESS

The process begins with a 20-minute complimentary telephone consultation. For Candidates who decide to proceed and have provided all applicable information, Anne will complete resumes within an average of seven days from the service start date, including 1-2 days for professional proofreading. Edits and timely client feedback continue until Candidate is 100% satisfied. Professional candidates receive a new/updated LinkedIn profile, including an objectives & strategy review and updated content, within 1-2 days on average after resumes have been completed.

1. *Getting Started:* To ensure that essential resume content information is complete, Candidate agrees to:
  - Review our Career Development Worksheet and provide a current resume or summary of experiences
  - Provide 2-5 online postings or summaries of targeted search opportunities
2. *Developing Resume Content:* Candidate receives the first draft of a “core” or “targeted” resume within approximately 3 days from receipt of the resume content information and postings. Candidate agrees to:
  - Participate in telephone or email discussions to review objectives, experiences, and 1-3 resumes
  - Respond to resume drafts promptly to ensure completion of Services on schedule; failure to do so may result in project termination and loss of deposit
3. *Follow-up:* Client may follow up with questions at any time.

### FEES AND PAYMENT

The fees for Services are: High School, \$195; College (including recent graduates up to six months), \$295; Professional, \$395. If Candidate requires additional targeted resumes, the fee is \$45 each. Any changes or updates requested after final resumes have been delivered are charged at \$45 per hour, with a 1 hour minimum.

Services begin once Candidate has agreed to this Contract Agreement and provided a nonrefundable deposit of \$95 by credit card, with final payment due on project completion. Client may choose to remit full payment, including the \$95 nonrefundable deposit, by Venmo, Zelle, PayPal, or credit card. If after reviewing the first resume draft, Candidate does not wish to proceed with resume development for any reason, Prep Your Path agrees to terminate the project while retaining the \$95 nonrefundable deposit and, if the work was initiated with full payment, refunding the difference.

### 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 [www.PrepareYourPath.com](http://www.PrepareYourPath.com) website.

### ACCEPTANCE

Your signature below, or verification by email, and deposit constitutes acceptance of this Contract Agreement. Thank you for your business. We look forward to working with you. If you have questions, contact Anne at [Anne@PrepYourPath.com](mailto:Anne@PrepYourPath.com) or (914) 305-1943.

Anne Finnegan

By Prep Your Path LLC

Signature

By Candidate or an Authorized Person

Signature

Helping Navigate Early Career Journeys

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