



# Recruitment Services Resumes

Career Development Professionals

**Congratulations on purchasing a professional resume service.**

The following is an outline of our process.

**Step 1 – Provide us initial information we need by emailing [enquiries@rsresumes.com.au](mailto:enquiries@rsresumes.com.au) with:**

1. Full name
2. Contact Phone Number
3. Preferred email address
4. Home address for display on cover letter
5. Employment History
  - a. Start and end dates for each position
  - b. Position title
  - c. Organisation Name
6. Position Title for target position (the position you will be applying to)
7. Qualifications and certifications

**Step 2 – Email through payment confirmation. Direct Deposit details are:**

*BSB: 033034*

*Account: 449384*

*Name: Reid Fraser Pty Ltd Recruitment Services Resumes*

*Bank: Westpac*

**Step 3 - We create the base structure of the document.**

**Step 4 – We contact you via email for all additional information. *This process can be completed over several emails or 1 depending on the type of information required to complete the process.***

**Step 5 – We send you a draft document for review. You provide us all edits and additions that you would like via reply email.**

**We finalise the document and provide it back to you for a final review. All final documents provided in fully editable word format via email.**

The length of the overall process will be dependent on the availability of consultants. To ensure the fastest possible turnaround of your products, please email through the above information as soon as possible. You will be provided with an estimate of time throughout the process however please allow up to 10 working days for completion of your order. Express services are available at an additional cost.



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