

JMM

CONSULTING  
AGENCY

# RESUME INFORMATION

# ONBOARDING PROCESS

## STEP-BY-STEP GUIDE

THESE STEPS OUTLINE THE PROCESS FOR SERVICES.

**USE THE LINK TO SCHEDULE YOUR  
30-MINUTE CONSULTATION.**

AFTER YOU SCHEDULE YOUR MEETING YOU WILL RECEIVE AN EMAIL CONFIRMATION FOR THE SCHEDULED MEETING. YOU ARE RESPONSIBLE FOR SENDING YOUR CURRENT PROFESSIONAL DEVELOPMENT DOCUMENTS 24 HOURS PRIOR TO YOUR CONSULTATION.

WITHIN 7-10 BUSINESS DAYS FOLLOWING THE DATE THAT YOU SUBMIT YOUR CURRENT PROFESSIONAL DEVELOPMENT DOCUMENTS AND HAVE COMPLETED YOUR 30-MINUTE CONSULTATION, YOU WILL RECEIVE YOUR NEW DOCUMENT(S).

YOU WILL BE GIVEN 5 BUSINESS DAYS TO REVIEW THE DOCUMENT AND CHECK FOR EDITS. AFTER WE HAVE RECEIVED CONFIRMATION FROM YOU REGARDING YOUR EDITS OR AFTER THE 5 BUSINESS DAYS HAVE LAPSED, YOU WILL RECEIVE THE FINAL AND FINISHED DOCUMENT(S) IN WORD AND PDF FORMAT.

# REFUND POLICY

DUE TO THE NATURE OF THE SERVICES THAT WE PROVIDE AT JMM CONSULTING AGENCY, ACCOUNTING FOR TIME, RESEARCH, AND WRITING, ALL SALES ARE FINAL. PLEASE EMAIL ADDITIONAL QUESTIONS TO [JMMCONSULTINGAGENCY@GMAIL.COM](mailto:JMMCONSULTINGAGENCY@GMAIL.COM).

# LIABILITY

JMM CONSULTING AGENCY IS NOT LIABLE FOR ANY INCORRECT OR MISLEADING INFORMATION PRESENTED IN THE PROFESSIONAL DEVELOPMENT MATERIALS PROVIDED BY THE CLIENT. JMM CONSULTING AGENCY IS NOT RESPONSIBLE FOR CLIENT'S NON-USE OF THE DOCUMENT(S).

JMM CONSULTING AGENCY DOES NOT GUARANTEE EMPLOYMENT AS RESULT OF THE PURCHASE OF ITS SERVICES. HOWEVER, IF THE CLIENT DOES NOT RECEIVE AT LEAST ONE CONTACT FOR AN INTERVIEW 60 DAYS AFTER RECEIVING THE FINAL DOCUMENT, THE CLIENT CAN OPT IN TO RECEIVE (1) RESUME REVISION IN SUPPORT OF A NEW JOB OPPORTUNITY.

# SERVICES

## \$187.00-- RESUME OPTIMIZATION

- 30-MINUTE CONSULTATION
- RESUME ASSESSMENT
- KEYWORD OPTIMIZATION FOR ONE (1) JOB DESCRIPTION
- 2 PAGE-WORD AND PDF DOCUMENT

## \$297.00-- CURRICULUM VITAE

- 30-MINUTE CONSULTATION
- RESUME ASSESSMENT
- KEYWORD OPTIMIZATION FOR ONE (1) JOB DESCRIPTION
- 1-5 PAGES-WORD AND PDF DOCUMENT

## \$97.00-- EXPRESS RESUME

- 30-MINUTE CONSULTATION
- RESUME ASSESSMENT
- KEYWORD OPTIMIZATION FOR ONE (1) JOB DESCRIPTION
- 1 PAGE-WORD AND PDF DOCUMENT

## \$87.00--COVER LETTER OPTIMIZATION

- 30-MINUTE CONSULTATION
- DOCUMENT TAILORED TO ONE (1) JOB OPPORTUNITY
- 1 PAGE-WORD AND PDF DOCUMENT

# SERVICES

## \$127.00--PERSONAL STATEMENT OPTIMIZATION

- 30-MINUTE CONSULTATION
- DOCUMENT EDITED TO YOUR PERSONAL EXPERIENCES AND INTERESTS AS THEY RELATE TO THE ACADEMIC WRITING TOPIC PROVIDED BY THE INSTITUTION IN WHICH THE CLIENT IS APPLYING (CLIENT MUST PROVIDE FIRST DRAFT)
- 1-2 PAGES-WORD AND PDF DOCUMENT

## \$57.00-- PROFESSIONAL DEVELOPMENT STRATEGY SESSION

30-MINUTE CONSULTATION TO HELP CLIENT PREPARE FOR INTERVIEWS AND ANSWER QUESTIONS REGARDING INTERVIEW CONCERNS AND JOB SEARCH STRATEGIES

\$67.00--DOCUMENT UPDATE (INTENDED FOR REPEAT CLIENTS, ONLY APPLIES TO RESUME AND CV DOCUMENTS)

# BUNDLES

## \$197.00--STUDENT APPLICATION BUNDLE

- EXPRESS RESUME OPTIMIZATION
- PERSONAL STATEMENT OPTIMIZATION
- 30-MINUTE CONSULTATION

## \$397.00--YOUNG PROFESSIONAL BUNDLE

- RESUME OPTIMIZATION
- COVER LETTER OPTIMIZATION
- 30-MINUTE CONSULTATION

## \$597.00--PROFESSIONAL SCHOOL APPLICATION BUNDLE

(INTENDED FOR STUDENTS APPLYING TO PROFESSIONAL SCHOOLS-  
-LAW SCHOOL, PHD PROGRAMS, DENTAL SCHOOL, MEDICAL  
SCHOOL, ETC.)

- CURRICULUM VITAE OR RESUME OPTIMIZATION
- PERSONAL STATEMENT OPTIMIZATION
- 30-MINUTE CONSULTATION

**LAST PAGE**