

# CAREER CAFE

## Resume Writing: How It Works

*A simple, collaborative process designed to get you hired.*

### Bundle & Save

2 Resumes + LinkedIn Optimization included at a discounted rate.

Ask about bundle pricing when you book your discovery call.

### The Process: Step by Step

1

START

#### Send Your Materials

You provide:

- Your current resume as a Word document
- 2 to 3 job postings for roles you feel qualified for
- Any notes on your goals, gaps, or concerns

2

CONNEC  
T

#### Discovery Call (20-30 minutes)

Nicole delivers:

- We align on your goals, target roles, and career narrative
- Nicole answers your questions and shares initial thoughts
- No surprises — we confirm direction before work begins

3

PAYMEN  
T

#### Confirm & Pay

You provide:

- Payment is received to confirm your project
- First draft delivered within 2 to 3 business days of payment
- Bundle clients: both resumes drafted in the same window

4

REVIEW

#### First Draft + Color-Coded Feedback

Nicole delivers:

- Nicole sends your draft with color-coded markup (see guide below)
- You review and respond using the same color system
- Clear, simple back-and-forth with no confusion

5

FEEDBACK

### You Return Your Feedback

**You provide:**

- Use green to confirm changes or add content you want included
- Respond to orange prompts with the details Nicole needs
- No feedback is too small — this is your story

6

FINAL

### Final Delivery Within 2 Business Days

**Nicole delivers:**

- Final approved resume delivered within 2 business days of your feedback
- You receive TWO versions: a polished branded resume and a clean ATS version
- LinkedIn optimization delivered as part of your bundle (if applicable)

## The Color-Coded Feedback System

*This system keeps our collaboration clear, fast, and frustration-free. Here is what each color means:*

BLUE

#### Nicole's Changes

When you see blue text, Nicole has made a change to your content. Review it and confirm with green if you approve, or flag it if you want something different.

ORANGE

#### Nicole Needs Your Input

Orange means Nicole has a question or needs you to fill in a detail. Look for prompts like 'Can you quantify this result?' or 'What was the outcome here?'

GREEN

#### Your Approved Content

Use green to tell Nicole: this is confirmed, move forward with it. Green also means content you are adding or writing in yourself for Nicole to polish.

## What You Receive

### **Branded Resume**

A professionally formatted, visually polished resume tailored to your industry and target roles. Ready to send to hiring managers and share at networking events.

### **ATS Resume**

A clean, stripped-down version optimized for Applicant Tracking Systems. No formatting, no tables, no graphics — just the right keywords in the right places.

### **LinkedIn Optimization**

A complete profile refresh aligned with your resume narrative. Headline, About section, and experience rewritten to attract recruiters. Included free with your bundle.

## **Ready to Get Started?**

[www.careercafe.info](http://www.careercafe.info) • [yourcareercafe@gmail.com](mailto:yourcareercafe@gmail.com) • 404-704-6542