



Resume Writing Service

‘Applicants are sinking themselves by submitting long and illiterate resumes’

Unfortunately, this statement remains as true today as it was when first penned by writer Kay Dibben in the Sunday Mail in January 2009.

Your resume is a very powerful marketing tool.
But of course, it is *also* a device used to varying effect by each of your competitors.

At present, that could be as many as 100 contenders all competing for the same role.

Just think about those logistics for a moment.
If a recruiter gets 100 applications for a single role, how long is he or she going to spend scanning the resumes and cover letters to decide which go into the ‘Yes’ file for further consideration?

You – via your resume – have this tiny window of opportunity in which to tell the reader exactly what he/she wants to know – persuasively, positively, logically and succinctly.

In short, you probably only have about one minute in which to stake a claim as ‘must have’ material. So, you need to stand out from the crowd – not by your flashiness but through sheer professionalism.

You need to stand above the crowd

In a job market crammed with talent, only a professional resume that tells the potential employer what he wants and needs to know, will get you where you hope to be.

And that’s on the short list and into the interview room!

But to get past the gatekeeper, you will also need a clever, creative, job-specific cover letter. The power of both letter *and* resume can make you step out from the crowd and in through the door.

We can’t promise that your new resume will automatically get you the job you want. But we do know what works in recruitment and what employers want to see.

With one of our professionally crafted resumes and a knockout cover letter, we can guarantee you WILL get noticed. And the rest is up to you.

This is a fair-fee, fast turn-around service that is:

- completely personal
- professional
- created by experienced writers at Windsor

Read the FAQ's overleaf. Then contact us for a fee sheet. You can do this by emailing admin@windsor-group.com.au or ringing 3211 0001 during business hours.

Who will produce my resume? - The Windsor Resume Writing Service is run hands-on by the Windsor Group Manager of Corporate Communications – a veteran corporate writer for over 30 years. Everyone involved is experienced, accomplished and has a deep knowledge of the recruitment process.

How do you get the information you need? - We will ask you to send in your current resume, cover letter and any written references you have. We also request that you fill out quite a detailed form. You can do this by email. This form has been specially developed so busy people can avoid the hassle of coming to our offices. Instead, we'll hold any discussions by email and by phone at a pre-arranged time.

What happens to the information? - Your personal information will be used by Windsor to prepare your resume. We will be asking for your permission to store this information electronically and appropriately for future use. It will not be forwarded or used in any way by persons other than those involved in your business at Windsor.

What will my resume cost? - You can request a fee sheet by email or by phone. This gives a flat fee cost to prepare a professional resume for people at various stages of their careers.

The scale is calculated by degree of difficulty and the time it will take for a thorough, professional, personalised writing job. So, school leavers pay a small fee and senior executives with complex needs are charged somewhat more. Ask us if you're not sure where you fit within this scale.

Tell me about the payment procedure? - Once you decide to proceed, you will need to email a copy of your current resume and cover letter. Tell us the type of positions you intend to apply for and we will confirm the fee to prepare a new resume and/or cover letter for you. We will then issue you with both a Reference Number and a Tax Invoice. You are required to pay this invoice either by electronic bank transfer (or in cash) before work on your resume can begin.

Because e-transfers can sometimes take up to 2 days to be processed, we're very happy to begin work on your resume once you notify us of the transaction confirmation number that you will receive when you lodge electronically.

Can I make changes to the draft? - The 1st draft of your resume will be sent to you. You'll be encouraged to review it carefully, add requested information and amend any wording that you'd like to change. It can all be done by email. Or, you may prefer to ring for further discussion. It's up to you. But just to set your mind at ease: we don't get many requests for changes. Most of our resume candidates have little more to do with their draft than a little bit of tweaking and fine tuning.

What comes next? - Once you have reviewed the draft and we've agreed on any changes, you will be emailed a Final Draft with an Authority to sign.

How long will it take to get my resume finished? - Ordinarily between 48-72 hours. But some of that depends on you.

What if I need my resume NOW? - We appreciate that emergencies happen and will always do our best to accommodate your needs in a genuine situation. However, for a 24-hour turnaround, you will be charged an additional \$75 during weekdays and an additional negotiable fee on weekends and public holidays.