

## RESUME & WRITING **SOLUTIONS**



# SERVICE GUIDE



# Welcome

There's usually only one of two reasons you haven't contacted me regarding your resume:

## 01

You already have a 6-figure, interview generating, resume that is expertly written to impress the decision-makers around you, grow your salary, and land your next promotion.

If that's you, then bravo! You've done your homework and learned what it takes to propel your career to new heights.

## 02

You're not sure whether hiring someone to write your resume is worth the time and money when you could just DIY and hope for the best.

That's you, isn't it? And I hear you, that's a fair point. But let me ask you a question...

If your dream job was handed to you on a silver platter, would you readily have a resume that you're proud to send to the hiring manager? Or are you going to have to dig up an outdated resume that reads like your obituary?

Listen. Life is too short and time is way too precious to spend worrying about your damn resume. And as a busy person myself, I understand that time is our biggest asset. So why waste it on frantically throwing something together at the last minute when you could have a recession-proof resume package ready to send at any moment.

Y'all know my motto...

*"If you stay ready, you don't have to get ready"*

Let's create a resume package so irresistible that the companies you've fantasized over will be fighting over you!





# What to Expect From Me

Hi, I'm Lijah Naomi - a.k.a, the "federal resume guru" and founder of Resume & Writing Solutions.

I'm not kidding. I am really known in federal hiring circles as the "federal resume guru."

My peers have also described me as a subject matter expert regarding Federal & Private sector resume writing and career consulting. A reputation I'm proud to have earned, averaging 100 resumes a year and a 96% success rate since I started in 2009.

Long story short: trust me, I know what I'm doing.

# Communication Guidelines



## *TURNAROUND TIME*

Emails will be returned in 2 business days.



## *SCHEDULER*

If you'd like to speak to me directly, please check the scheduler to find a time that works best for you.



## *EMAIL*

If our schedules are completely incompatible, send me an email, and we can find a time that works for us both.





# Main Services

## *RECESSION-PROOF RESUME PACKAGE:*

Ready to invest in advancing your career? The critical first step is none other than creating an alluring cover letter and resume that makes all your dream employers swoon.

We don't outsource our work. So it is I, Lijah Naomi - owner, founder, and resume guru - who will be crafting your resume. I specialize in writing knowledge, skill, ability, and accomplishment (KSAA) driven resume and cover letter packages that:

01

Use achievement-oriented language to emphasize your accomplishments.

02

Create an immediate visual punch with engaging ATS-digestible graphics that'll instantly captivate the hiring manager's intrigue.

03

Weave targeted keywords into the content, allowing recruiters to quickly identify you within their databases.

04

Produce an easily navigable resume layout that will allow hiring managers to take note of your assets.

Our services are concierge-style, one-on-one, and highly personalized. We'll have an initial consultation where I'll learn all about you, your personality, attributes, resume needs, and more. You'll complete a questionnaire detailing your full employment history, career goals, and accomplishments. Spare no detail; I want it all! And then you get to sit back and relax while I shape your resume into a strategic marketing document that best sells your value.

### *ENTRY LEVEL* **\$500**

0-5 years' Experience, High School, & College Internships

### *PROFESSIONAL* **\$750**

Federal Resumes, Private Sector, & Military Transitions Best Seller/Most Common

### *EXECUTIVE* **\$1000**

Management/C Suite, CV Academic, & Medical Careers

Packages include

**01**

A KSAA driven cover letter

**02**

A KSAA driven resume

\*You're able to submit two (2) revisions to each document before finalizing.

You'll receive your cover letter and resume in standard Word and PDF formats.

All documents are ATS compliant.



# Additional Services



All Star LinkedIn  
Profile Creation



Job Landing Tactics  
Consultation



Interview Preparation  
Consultation



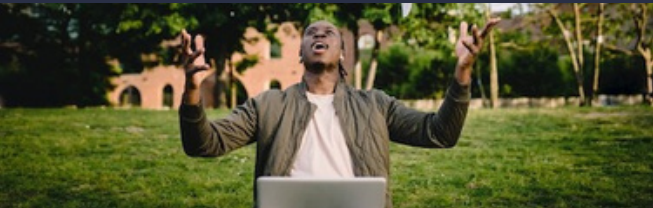
Interview Thank You  
Letter Template



Salary Negotiation  
Consultation



Resignation Letter  
Template



Thank You and Farewell  
Letter Template





# PaymentPolicy

## DEPOSIT

The Client shall pay a non-refundable deposit (the "Deposit"), which is due upon the return of this Agreement. In the event that the Deposit is not received, the Company will not commence services. The remaining balance will be paid as prescient in the agreement/contract.

## INVESTMENT

In consideration of the Services, the Client shall pay the Company an agreed upon fee (the "Fee"). Any request for additional services may warrant a change in the above-mentioned Fee.

The Company shall provide the Client with an invoice based upon the below payment schedule. Payment of the Fee is due upon receipt for deposits and within 15 days of the date of the Company's invoice for all other invoices.

- Deposit: Due at signing, prior to start of project.
- Last payment: 1 week from contract date or when all assets are complete (if prior to 1 week from contract date)

## PAYMENT PLANS

Get the resume you want now

Pay over 6 weeks

Pay 0% interest

3 equal payments of 33%

33% deposit. Remaining installments due every 3 weeks until paid in full.

2 equal payments of 50%

50% deposit. Remaining installment due in 2 weeks.

Pay in full

## Deadlines, Revisions, or Other

This is a collaborative process between us. All revisions are due within 48 hours. Please try to complete the suggested activities to generate the best results. Without your engagement in this process, the results may not be what you desire.



# Before We Begin

To get started, I need:

- ✓ your current resume sent to [info@Resumeandwritingsolutions.com](mailto:info@Resumeandwritingsolutions.com) (if you haven't done so already).  
[If you do not have a resume, please download, and fill in the questionnaire located at the site.](#)
- ✓ the LINKS to approximately 3 jobs you'd like to apply for
- ✓ 3 references
- ✓ Your LINKEDIN PROFILE URL - If you don't have a LinkedIn account, please create one ASAP

Your role is to provide all employment, training, education, awards, and other narrative documentation pertaining to your career for the immediate past 10 years on your current resume in one email. Do not send documents containing your social security number.

In preparing a solid resume, please include:

01	Career biography
02	Performance evaluations for past 10 years
03	Record of accomplishments - both your own professional and organizational
04	Record of professional training (include dates of training)
05	Any professional certifications or licenses (include certifying organization and expiration)
06	Education: college, degree/major, date of degree, # of semester or quarter hours, GPA, any honors
07	Awards with accompanying write-ups if applicable
08	Professional organizations



# Where Does The Cost Come From

If you're targeting a \$100,000 salary and aren't currently working at that rate, you're losing \$8,333 every month.

If you're vying for a promotion that will yield you a raise, and you don't get it, that raise becomes a loss.

What if you could land your job one month sooner and retain that \$8,333? Would you spend \$750 to ensure you don't continue to lose \$8,333 a month?

For both scenarios, we're not even including the compounding loss of having future raises based on lower salaries and losses stemming from additional months of working for less.

I began writing professional resumes after hiring a professional resume writer to do my own. Immediately, I saw the value. I landed an interview and a new job, making significantly more money within 2 weeks! A professionally written resume shouldn't be seen as a "cost" – it's a strategic marketing investment that can actually earn you money.

In 2016, I founded Resume & Writing Solutions, and since then, my expertise in resume writing has helped hundreds of people land interviews for their dream jobs. So let me work my magic and take your career to the next level.

# Are We A Good Fit?

If you understand the value of investing in yourself to land your dream job sooner, then we're an excellent fit.

Over the last decade, I've done some serious work around harmful job search beliefs that job seekers tend to harbor.

Put a finger down for each one of these phrases you've said or thought:

- I'm not good enough for that job
- Recruiters are assholes
- Selling myself is sleazy
- I don't feel comfortable asking for THAT much money
- If I quit my job, even though I hate it, what if the next one is worse
- The job market is like a casino—only the lucky win.
- I feel weird with more success (yes, this is a real thing)
- You have to work harder to have a better job
- What if I ask for more and they say no? Will they fire me?
- I don't deserve it
- That kind of salary is for smarter people, not for me

The list goes on and on...

These beliefs have nothing but a knock-on effect when looking for a job. If you go into your job search already thinking the worst, naturally, it will limit the kind of results you get.

So what can you do?

To start, you can learn how to properly position yourself as a valuable candidate (both on your resume and LinkedIn Profile) and conduct a job search with companies that want exactly what you have to offer.

Job searching is a self-marketing project that doesn't have to be slimy, sleazy, or left to the luck of the draw. It's about knowing your worth and owning it!

So, if you're ready to make an investment in yourself, don't hesitate to schedule a consultation call. We'll turn all those self-limiting job search beliefs on their heads! I'll show you how to write a jaw-dropping resume, create an eye-catching LinkedIn profile, and conduct a laser-focused job search that'll actually yield the results you desire.

# The Process

## PHASE 01 *GETTING STARTED*

To get started, I need:

- your current resume sent to [info@Resumeandwritingsolutions.com](mailto:info@Resumeandwritingsolutions.com) (if you haven't done so already).

If you do not have a resume, please download, and fill in the questionnaire located at the site.

- the LINKS to approximately 3 jobs you'd like to apply for
- 3 references
- Documentation of all employment, training, education, awards, and anything else pertaining to your career for the immediate past 10 years on your current resume in one email.
- Initial Consultation

## PHASE 02 *RESEARCH & DRAFT*

### *RESEARCH*

- I'll research each company you've worked for, the positions you held, and your positions of interest to ensure proper keyword matching.

### *FIRST DRAFT*

- I will design and develop a KSAA driven resume and cover letter.
- I will deliver the 1st draft with a document review form



## PHASE 03 REVISIONS

Review the 1st draft carefully from a computer so that you can see the formatting correctly.

- Notate anything that needs to be deleted and add anything that should be included on the document review form.
- Add quantitative information to the first few positions. Ask yourself the following:
  - "How do you know you did a good job?"
  - "What did that good job look like?"
  - "Why did it matter that you took this action?"
- Describe your achievements using verb-based language that shows how you've made money, saved money, streamlined a process, or positively contributed to the culture of the organization
- Strike the right balance between history and forward-focused relevancy. Position yourself as being able to adapt to new challenges
- If anything needs to be rearranged, notate that as well. Send the document review form back to me via email in 2-4 business days

Review the 2nd draft carefully from a computer so that you can see the formatting correctly.

- Notate anything that needs to be deleted and add anything that should be included on the document review form.
- Review the quantitative statements for accuracy
- If anything needs to be rearranged, notate that as well. Send the document review form back to me via email in 2-4 business days

The final ATS compliant resume will be delivered in word and pdf formats.

- All resumes are suitable for private sector and Federal positions unless you have requested otherwise.
- Keep in mind that Federal Resumes, MUST include Job Title, EMPLOYER NAME (City, State), Month YEAR – Month YEAR or Present, # Hours/Week (example (40 Hours/Week), HR/Supervisor Full Name + Telephone #
- Additional consulting, writing, edits, and revision after presenting the final draft is billable at the rate of \$75/hr

# Testimonials

“

Resume And Writing Solutions did an excellent job helping me market myself to prospective employers. I got so many calls I had to silence my phone. I took a new job within the same agency with a company that pays all of my benefits and my family's benefits, 401k matching at 6% vested on day 1. Additionally, I was able to negotiate my leave, \$5k training budget, and gym money... but the best part is the salary because it is more than i ever thought I would make (just shy of 200k) .... the resume you wrote attracts A LOT of attention!! So, thank you so much again! Now to get more certs so I can add to that number!

J. Terry

“

I have worked in the federal government for 25 years. Shortly after their help, I was promoted to a Gs13 and then a GS14 position within the federal government. I also BQed for an IR04 position. Additionally, I've referred her to my wife and adult children when they were looking for a career move. I highly recommend Resume And Writing Solutions to anyone thinking of a career move.

A. Harkley

“

I was fortunate enough to acquire Resume And Writing Solutions to write my KSAA driven resume. Using the team's coaching and a strong positive attitude, 42 days later I landed the job and promotion I was searching for.

C. Harman

# Frequently Asked Questions

## *HOW DO YOU DETERMINE YOUR PRICES?*

The difference is in the details. Compare our prices to value, skill, service level, recommendations, and results.

We construct our resume prices based on your level of experience and the type of position you are seeking. Remember, your career advancement is contingent on your progression of skills and accomplishments. Therefore, as you move up the ranks in your experience and positions, so does the information and time for the necessary for proper resume branding.

When choosing the person who will write your most important career document, you get what you pay for. Don't let the sticker shock scare you!

The difference is in the details. And after using our resumes, our clients have received job offers for better positions with higher salaries and salary increases ranging from \$25k to over \$50K.

Compare our prices to value, skill, service level, recommendations, and results

## *HOW MUCH TIME DO YOU SPEND ON MY RESUME?*

On average 15-20 hours, with researching, consulting, strategizing, proofreading, and editing added in.

Remember, we do not outsource any work. Your resume is crafted by our owner, Lijah Smith. The average resume, from creation to finalization, includes time spent consulting with the client, additional research, drafting a cover letter, or crafting a LinkedIn profile. The research we perform for each client exceeds what most resume companies will do.

## *WHAT IF I NEED MY RESUME UPDATED?*

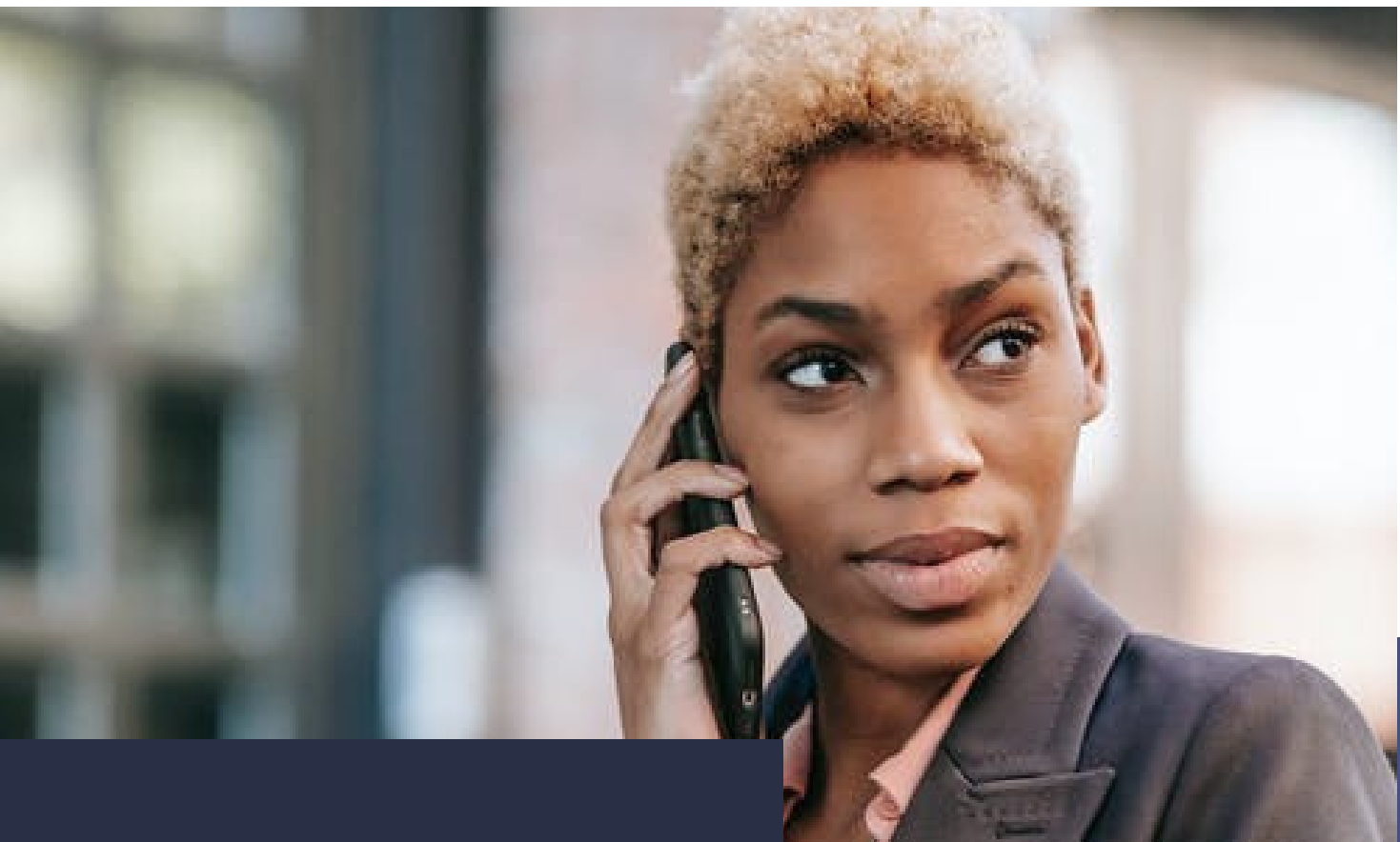
We give our clients reduced rates for resume updates.

This is one of our favorite things to do. Our clients' resume update will reflect accentuated skills, new accomplishments, and job experience. They are based on an hourly rate of \$75/hr.

## *DO YOU WORK WITH CLIENTS OUT OF STATE OR OUT OF THE COUNTRY?*

Yes, more than 80% of our clients are located outside of the DC area. We also offer Skype/Zoom calls and evening appointments to accommodate your schedule.





## Next Steps

You're all set! Remember to schedule a time for us to chat.

**Cancellations/Changes:**  
Things happen. If you need to reschedule or change your appointment, please do so within 48 hours of our session.