

Frequently Asked Questions: Focused Industry/Sector Resume™

About the Service

What is the Focused Industry/Sector Resume™ service?

In today's competitive job market, different industries and sectors have unique expectations, needs, and ways of measuring success. Inspire to Excel's Focused Industry/Sector Resume™ service helps you create a compelling narrative that demonstrates your value to employers in your chosen field. Unlike general resume services, we focus specifically on positioning your experience and skills for your target industry and sector.

What's included in the service?

The service includes:

- Resume analysis to identify key enhancement areas
- One-hour strategy session to discuss ways to better align your experience with your target roles
- Strategic resume enhancement with two rounds of revisions
- Customizable cover letter
- Resume tailoring guide
- Documents delivered in Word and PDF formats

What makes this service different from other resume services?

Our service stands out through:

- Industry/sector-specific focus rather than a general approach
- Strategic positioning tailored to your target field
- Deep understanding of industry/sector-specific success metrics
- ATS optimization with relevant keywords for your chosen field
- Proven employer-focused methodology

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Process and Timeline

What is the complete process and timeline?

The service typically takes 10-12 business days after our strategy session. Longer or shorter timelines may occur based on your response times.

1. Strategy session via Zoom
 - I will evaluate your current resume before our meeting
 - During our meeting, we'll discuss specific ways to enhance your resume and agree on an action plan for moving forward
2. Within 1 business day, you will receive a Google Sheet to provide needed information
 - Please complete the Google Sheet within 2-3 business days
3. Within 1-2 business days of receiving your feedback, you will receive resume Draft 1
 - Please provide feedback to Draft 1 within 2-3 business days
4. Within 1-2 business days of receiving your feedback, you will receive resume Draft 2
 - Please provide final feedback to Draft 2 within 2-3 business days
5. Within 1-2 business days of receiving your final feedback, you will receive:
 - Final resume, customizable cover letter, and tailoring guide

How are documents handled and delivered?

All materials are saved in your private, secured Google Drive client folder. You will receive an email with your final resume in Word and PDF formats, and your customizable cover letter in Word.

Investment and Policies

What is the cost of the service?

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The service fee is \$350, which must be paid before scheduling the strategy session.

What are your service policies?

Service begins upon booking the strategy session. I will work with you throughout the process to ensure your resume and supporting materials successfully meet your needs.

Rescheduling and cancellation policies are as follows.

Before the strategy session:

- Rescheduling: Please provide at least 24 hours' notice; no fee applies
- Cancellation with 24+ hours' notice: Refund minus \$50 booking fee
- Cancellation with less than 24 hours' notice or no-show: Refund minus \$100 booking fee

After the strategy session:

Your timely feedback is needed to complete your service efficiently. If you do not respond to information requests within 10 business days during the process, your service will be deemed cancelled. You may email info@inspiretoexcel.com to request a partial refund, as follows.

- 50% refund before Draft 1 is issued
- 25% refund before Draft 2 is issued
- After Draft 2 is issued, no refund will be provided

Technical Requirements

What tools/technology will I need?

You will need:

- Zoom for the strategy session
- Access to Google Drive throughout the process
- An active email account

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- Microsoft Word for accessing and editing your final documents

Results and Expectations

How can this service aid my job search?

This service can help you:

- Strategically position your experience and problem-solving capabilities
- Demonstrate deep understanding of your target industry and sector needs and expectations
- Increase visibility through ATS-optimized formatting with industry-specific keywords
- Create a compelling narrative that resonates with hiring managers in your chosen industry and sector

What do others say about this service?

"I loved working with Erica! She's very knowledgeable and was so helpful in updating my resume and gave me exact feedback based on what industry I'm looking to transition into." - Sharon A.

Next Steps

Ready to take your resume to the next level? [Click here to begin.](#)