



## Frequently Asked Questions: Targeted Federal Resume™

### About the Service

**What is the Targeted Federal Resume™ service?**

In the U.S. federal sector, applications require a distinct format and specific details that differ significantly from private sector resumes. Inspire to Excel's Targeted Federal Resume™ service helps you create a compelling application that aligns your experience with federal position requirements while demonstrating your commitment to public service. We focus on *one target position* to create the strongest possible application.

**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 federal role
- Strategic federal resume enhancement with two rounds of revisions
- Federal-style cover letter
- Documents delivered in Word and PDF formats

**What makes this service different from other resume services?**

Our service stands out through:

- Federal-specific focus rather than a general approach
- Strategic positioning tailored to USAJOBS requirements
- Deep understanding of federal agency/office hiring success metrics
- Detailed documentation that clearly proves required qualifications
- Proven federal application 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 federal 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 federal resume and cover letter

**How are documents handled and delivered?**

All materials are saved in your private, secured Google Drive client folder. Your final resume will be delivered in Word and PDF formats, and your federal-style cover letter will be delivered in Word format.

### Investment and Policies

**What is the cost of the service?**



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The service fee is \$450, 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](mailto: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 federal job search?

This service can help you:

- Strategically position your experience to meet specific qualifications
- Demonstrate deep understanding of federal position requirements
- Increase visibility through USAJOBS-optimized formatting
- Create a compelling narrative that resonates with federal hiring managers

What do others say about this service?

"I just feel a lot more peace about my job application materials. Erica gave me some really practical feedback that will give it a nice face-lift for my next application." - Whitney C.

### Next Steps

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