



# Resumes for results

Are you looking to climb the ladder, change jobs or possibly change your career direction altogether? Then the tool you need to initiate this change is a well written, professional Resume.

At Efficient Office, we want you to succeed, in your business or personal life, so we take the time to consult with you gathering all relevant information to prepare a Resume that will ensure you have the best chance of an interview selection.

## 4 Steps to your new Resume

### 1. Contact Efficient Office

If local Bendigo (Victoria) a face-to-face consultation can be arranged to gather all required information and discuss your individual Resume needs.

If outside the local Bendigo region, you can email or phone Efficient Office and discuss your needs, and we will select the best method of communication to prepare your Resume and payment options.

Phone: 03 5444 0186  
Email: [resumes@efficientoffice.com.au](mailto:resumes@efficientoffice.com.au)

### 2. Provide Relevant Information

Using your preferred method of contact, we then gather all required information in order to prepare your new Resume. We may require a copy of your most recently used Resume, certificates, employment history and contact details for your referees.

Depending on your industry and/or the role you are applying for, we also may need to carry out some research.

At this time we discuss layout and style and agree on a design appropriate to your industry, role and individual personality.

### 3. Draft Resume Prepared

Using the information gathered, and layout/style chosen, one of our Resume team will prepare a draft of your Resume.

Your draft Resume will be forwarded to you for review via email or post.

### 4. New Resume Finalised

Following your review, any minor corrections will be made and your new Resume will be complete.

You will be provided with:

- 2 colour copies of your Resume printed on quality 120gsm colour copy paper
- Your Resume saved on CD in both Microsoft Word and PDF (read only format)

A backup copy of your Resume retained at Efficient Office for a period of 3 years.

# Resumes for results

Please use the following Resume packages offered by Efficient Office as a guide to selecting the Resume that's right for you.

## Graduate

<b>Description</b>	Designed for university or school leavers with little or no work experience.
<b>Focus</b>	In this competitive field, you need to make an impact, clearly highlight your academic achievements, succinctly outline your strengths and convey areas of interest.
<b>Fee</b>	\$60 - \$100 (plus GST)

## Early Career

<b>Description</b>	The Early Career Resume package is most suited for clients with less than 10 years experience in areas including sales, administration, trades, hospitality, IT, customer service, nursing, disability support etc.
<b>Focus</b>	For those wanting to make their mark, or climb their career ladder, a professional Resume is a must. With several years in the workforce, you can then turn your Resume's focus to experience and achievements, setting yourself apart from your competitors.
<b>Resume Fee</b>	\$100 - \$140 (plus GST)

## Professional

<b>Description</b>	Designed for those in a professional field such as teaching, nursing, accounting, legal, engineering etc. Typically your Resume will include more detail such as specialist skills, extensive professional development and research activities.
<b>Focus</b>	This personalised Resume service is tailored to your specific industry, specialty and situation.
<b>Resume Fee</b>	\$140 - \$200 (plus GST)

## Executive

<b>Description</b>	Executives and Senior Managers seeking a career move, Board position or advancement are encouraged to use this service.
<b>Focus</b>	Use this service to define current objectives, showcase past career activities and highlight achievements. The Executive Resume package can also be utilised to create a Corporate Profile.
<b>Resume Fee</b>	\$200 - \$300 (plus GST)