

GET THE JOB

Using a Resume Service

Browse the help wanted ads online for even a short period and you'll likely notice multiple ads for resume-writing services. And there's good reason: Most people don't know where to begin when crafting a resume.

For even the most seasoned career professional, updating or creating a fresh resume can be a daunting task. So many job-seekers often turn to resume-writing services. But buyer beware, all services are not always very qualified and those low rates some advertise can result in a less-than-stellar product.

Here are some helpful tips and background on resume services that can help you get the most bang for your buck and create a well-written, professional resume that meets your needs.

WHAT TO AVOID

Typically, you should avoid services that offer rates that seem too good to be true because they often are. These services tend to use less-experienced writers, some just out



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of college themselves.

Also, beware the 24-hour-turnaround trap. While you may be very interested in getting your resume back as soon as possible, these fast turnarounds mean less time is spent on your resume. The more time a writer spends with you and working on your resume, the better quality you can expect.

DO YOUR RESEARCH

As with any product you're paying for, it pays to do your research. Resume services are

no different. In fact, you're paying for a representation of your educational and career achievements, so asking for samples and ensuring the writer has some experience and history in resume writing — especially in your career field — will pay off in the end. Most reputable services charge between \$100 and \$400, so make sure you're getting the most experienced writer possible.

HOW IT WORKS

While good resume services

can provide you with a professionally written, tailored resume, they can't do all the work for you.

Writers can't begin until you've filled out a detailed form listing all work history, skills and professional and educational achievements. While this may be time consuming, the extra effort you put in to providing as much information as you can will give the writer the tools they need to provide a well-crafted resume.

You should also expect

questions and some back-and-forth discussions, either by phone or email. And don't be shy about offering feedback once you receive a draft. Professional writers won't be shocked if you're not happy with the first version.

BEWARE GUARANTEES

While a great resume can provide you a foot in the door and vault you ahead of other candidates, beware of services that offer guarantees. It may sound reassuring, but no service can guarantee you'll get a job with their product. Usually, they mean that you might get a rewrite. Read the fine print.

HOW TO DECIDE

Before paying for a resume service, be sure to consider what you're hoping to achieve. For example, if you're targeting a specific job but don't have the skills, no amount of writing skill will help you qualify. Likewise, it doesn't really make sense to pay for a resume if you are new to the job market. You're probably better off using one of many free templates available online or ask your school's career counseling office.

If you're well into your career, however, hiring a professional to make sense of your skills and achievements to help you get the job, money and benefits you seek makes good financial sense.

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HOT JOB PROFILE

CHEFS AND HEAD COOKS 2018 median pay: \$48,460 per year (\$23.30 per hour)

Number of jobs in 2018: 139,000

Job outlook, 2018-28: 11% (much faster than average)

Employment change, 2018-28: 15,400

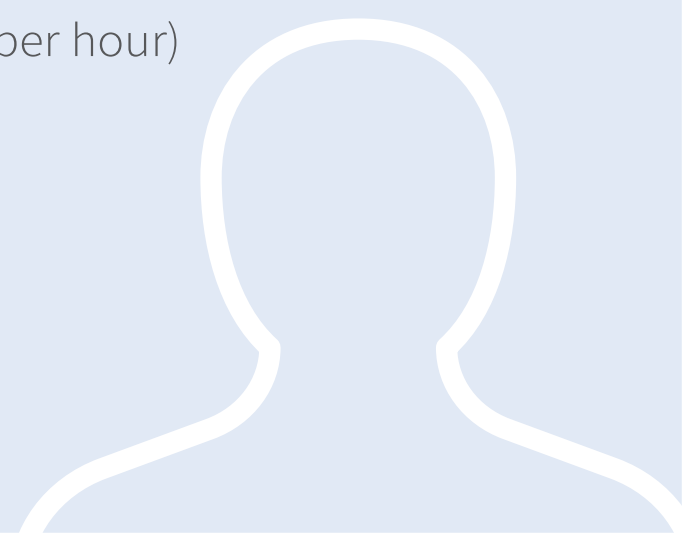
The role: Chefs and head cooks oversee the daily food preparation at restaurants and other places where food is served.

Education required: Most chefs and head

cooks learn their skills through work experience. Others receive training at a community college, technical school, culinary arts school, or four-year college. Some learn through apprenticeship programs.

The need: Job opportunities will result from growth and from the need to replace workers who leave the occupation.

Source: U.S. Bureau of Labor Statistics



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