

## COURSE OVERVIEW

You can't apply for a Senior Executive Service (SES) vacancy without a resume, but you CAN set yourself apart from the competition with a tailored, accomplishment-driven executive leadership resume! Our highly accomplished team has assisted many thousands of applicants in developing their resumes and can apply the best practices we've gained in order to assist you. The process involves partnering with a seasoned Master Senior Executive Writer and Coach, providing your career documentation for the past decade, and answering their questions about your top accomplishments and career goals.

Your writer will then demonstrate how to analyze the vacancy announcement and how to upgrade your old resume into a compelling presentation that tells your story and matches your relevant skills and experience with the language of and qualifications listed in the vacancy announcement.

**At the end of this partnership, you will have a strong SES resume that you can submit with confidence!**



The process will begin with a 30–60-minute phone call during which your assigned Master Senior Executive Writer and Coach will explain the best practices and the information gathering process, then answer your questions.



You will then spend the next 7–14 days providing your career documentation and filling out a tailored resume questionnaire. This is an iterative process, where your writer provides specific feedback, along with follow-up questions as needed.



Once all the rough draft materials are received, within 7 days your Master Senior Executive Writer will upgrade your old resume into a comprehensive document that integrates all the best practices, such as providing executive-level accomplishments and results.



You will then receive a draft of your new SES resume and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.