

Resume Writing Service

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Experience and qualifications aren't enough to get a great job, you need a well written resume to make your name stand out from the competition. Even with all the template options, internet applications and computer programs available today, many people still turn to a resume writing service when applying for a new job. If you are a freelance writer looking to pay the bills or just need some additional income, this flexible work at home job it for you.

Before The Start-Up, Let's Not Get Ahead Of Ourselves

You don't need any formal qualifications to do this job, just a natural writing ability and good organizational skills. You will often be working to a deadline so a cool head under pressure is also helpful.

The Start-Up

If you already have a computer your start-up will be very affordable to setup your office you'll need a work space, internet connection, printer, scanner and fax machine. Stock up on high quality paper, white and ivory are the most common colours used for resumes. Finally you'll need some [business stationary](#) for your own services including business cards, a letterhead and an invoice and quote template.

Create several packages for your clients to choose from. Your packages should include a basic resume, complete resume and cover letter options. Provide the option for clients to receive their resume on a CD for later printing. Add a personal touch by purchasing a DVD writer with Light Scribe, this allows you to burn you own branded covers onto the disk.

Pricing your packages competitively is very important, contact local services for a quote on different packages, or simply do research on the many internet based resume writing services.

Whether you plan on focusing your services on or offline you'll need to develop a questionnaire for each client to take. The questions you pose should include everything you need to know to write a resume and cover letter. If possible request a copy of your client's last resume so you can tailor your questions to their career background.

Here are a few example questions that you might include in your own questionnaire.

- What position if any, are you applying for?
- List all the responsibilities you held in your previous positions.
- List all relevant training and qualifications related to the job you plan on applying for.
- Provide all personal details including physical and postal address, contact numbers and email address.
- When do you need your resume to be completed by?

Making It Work

To establish your business you'll need to provide more than just a typewriting service. Go beyond just

listing the history of your client and create a resume that includes all of their relevant achievements, strengths, successes and awards.

Marketing

Market your services using the Yellow Pages and local newspaper classifieds. Consider developing a website with a full listing of your services, rates, contact details and client testimonials, a resume writing service has great online potential.

If you want to work online but don't have the capital to get a website developed, sign up to one of the many online freelance services such as [Elance](#). Elance matches buyers with freelancers looking for work. Each freelancer is usually given a rating for factors such as ability to meet deadlines and writing ability. Once you achieve a good rating its possible for Elance to provide the bulk of your new customers.

Don't Forget

As with all service jobs it's easy to spend more time on a client than you should, work out how many hours a job is worth to you and stick to that time frame.