



update.your.résumé

Times change. Styles change.

And now you too are about to embark on a journey of change.

The career world is fast and furious; highly competitive, and constantly moving forward. What was cutting-edge 12-months ago, has become cliché. That time has passed.

It is time to redefine, revamp, and revitalise. Retire old ideas and inject fresh information.

Like a health-farm for résumés, your presentation will return more robust and ready to face the world again—head-on.

What hasn't changed since your time away, is Top Margin's dedication to your professional representation. Some traditions remain true and steadfast: our value for money, our superior customer service, our innovation, and the quality and readability of our presentations.

Now, just as then, it is a matter of value; you know inherently that what we do works, and that is why you have returned. Welcome back.

Top Margin

Unleashing your career with the power of words



As a **VIP client** of Top Margin you know the importance of remaining relevant and up-to-date in this rapidly changing world. Today, you have returned to us stronger, more experienced, and ready to meet the challenges of the marketplace again.

How do you know it is time to update your résumé?

- You have a new job to add
- You have new responsibilities, or have learned a new skill
- You have received an award or commendation
- You have started or completed new education or work-related training
- You have pursued (or intend to pursue) a different line of work or different industry
- Your contact details have changed
- Your résumé is more than 18-months old (despite none of the above changing).

do.you.qualify?

If you wait too long to update, we simply have to start with a fresh slate. If your résumé has not been touched by us for 3-years, it is time to start again; it simply does not fit with the spirit of our cheaply-priced update packs.

If your résumé is 3-plus years old, please refer to our current résumé package fees, and as a special thanks for remembering us after all this time, we'd like you to deduct \$10 from the price shown.

Tweak.it!™ \$15

Just \$15 will purchase alterations to your contact details (address, telephone, mobile, or email). We will email you the document in PDF (Acrobat) and Word format. Short, sharp, quick and cheap; the job is done.

Refresh.it!™ \$125

If you return to Top Margin within 12-months from the date we completed your résumé originally, and your job target remains the same, we will scrutinise the résumé for relevancy, seamlessly integrate the responsibilities of the last year to an existing position, or carefully insert a new position—using the same style of writing technique that made your résumé top-shelf material the last time around. Older roles will have information “retired” to make way for the new, so that the résumé will remain the appropriate page size. The document will be reformatted so that it retains its crisp lines and easy to navigate, page-to-page information flow. You will be consulted on the changes via a presentation draft, and once the document has been refreshed, it will be emailed to you in PDF and Word formats.

Revive.it!™ \$155

12 to 18-months have passed and your original document will be looking tired and clichéd. Once you were the leader; now you are one of the pack. You need to Revive-it!™

Using the same writing style as the original we will quiz you on the challenges of the past 12-18 months; we will gather data, re-examine existing information for inclusion, compression, or removal, and flawlessly reproduce the document—perhaps with a different format, or perhaps with spot colour. New jobs will be seamlessly incorporated so they blend and complement previous experiences; training courses added, and page length and fonts will be reviewed to ensure you are in vogue with current thinking. Naturally, you will be consulted on these changes via two draft presentations, and once the document has been revived to meet the market head-on, it will be emailed to you in PDF and Word formats.

Transform.it!™ \$195

Time has flown! 18-months to 3-years have passed. You have enjoyed this time, learned new skills, outpaced your peers, and experienced a wealth of opportunities to showcase your talents. Sadly, your résumé is outdated and no longer effective in communicating those talents to an increasingly demanding base of employers and recruiters, weary of reading the “same old thing”.

Transform.it!™ will, as the name suggests, transform drab to dynamic. Whether you have held different positions, or simply stayed in the same role, we will tighten, reformat, revive, retire information, edit, troubleshoot, gather data, and “knock the socks off” recruiters and employers. Package presents real value for money as it is virtually a rewrite for less than half the price of a new résumé package.

Reinvent.it!™ \$245

You are experiencing a time of change. A training course may have finished giving you the credentials you need to embark upon a new career, or you may have simply grown tired of your role. You need to communicate this change of direction via the skills you present, the type and quantity of information provided. It doesn't matter whether your résumé was completed yesterday, last month, last year, or up to 3-years ago. Top Margin will “reinvent you” to reflect your new career desires, and position you to compete in the marketplace.

other.services.offered

Cover.letters \$75

Dynamite cover letters go hand-in-hand with high-impact résumés.

Credential.verifier \$55

A reference list can continue to market your accomplishments after the résumé has been reviewed. Make all your career marketing documentation work for you. Be ready to provide information to us via a questionnaire.

Interview.Telecoaching \$145

2 x ½-hour one-on-one interview telecoaching sessions with Australia's first Certified Employment Interview Professional.

Career.Books

How to Address Selection Criteria, Dr Ann D. Villiers \$27.50

"Must have" book for people planning on applying for government jobs in Australia. 210 pages on how to address selection criteria effectively.

PS...You Need a Résumé! Gayle Howard. \$17.99 to \$27.95

Available in e-book, CD, spiral bound, and spiral bound with companion CD quiz versions.

Gayle's successful book provides step-by-step instructions for writing a résumé.

DISC.Profiles \$80-\$145

Time-tested, validated, and reliable; this information can help you learn more about yourself and through that, refine your style for interviewing or relating to others at work. There are various styles available ranging in price.

Web Portfolio \$290

Exciting, four-page design with graphics, intuitive interface, automatic download of your traditional resume and interactivity. You will be provided with your own Internet worldwide web address to give to employers, quote on your letters, business cards or job search promotional material. Does not include wording and content by Top Margin. Price includes light edit of original resume, a chart or picture inclusion, and 12 months hosting.

placing.an.order

Orders may be mailed, faxed or emailed. To process your order we must receive your payment in full. We accept Visa, MasterCard, Bankcard, American Express, Diners Club, direct credit into our account, money orders, and bank cheques.

Personal cheques are accepted, but work does not commence until cheque has cleared.

It is important to familiarise yourself with Top Margin's Terms & Conditions before commencing.



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