**GUIDELINES TO THE *CVFORLIFE* PROCESS**

Dear Client

Congratulations and thank you for choosing *CVforLife*. Our team stands ready to support you with your career journey. To assist us in compiling your *CVforLife* pack, we will require the following from you:

* Any additional copies of your CV or resume.
* Any cover letters that you have previously used.
* Current Job Description.

**Kindly indicate the following:**

* Would you like to have your residence or province indicated on your final pack as well as on your LinkedIn profile?
* Would you like to have your DOB on your CV pack?
* Would you like to have your contact details on your CV pack as well as on your LinkedIn profile?
* What email address would you prefer to have on your CV, Resume and LinkedIn Profile?
* Please indicate both contact number and email address.
* Please indicate if there are any further information that you would prefer is *excluded* from your CV and/or LinkedIn profile.

**LinkedIn information**

* Do you consent to our request for access and executing changes to your LinkedIn profile?

(For editing purposes only and with strict confidentiality)

If so, please provide us with your username and password.

* Would you like to have your CV attached to your LinkedIn profile?

(We do not recommend that you attach your CV if you are not aggressively looking for work as this may be construed as being desperate).

* Please note we complete the LinkedIn profile last. When editing the profile our writer will need the security code that is generated and sent to your email address.

**Career Move – This is very important information that will be used especially for your Executive summary.**

* Tell us in a few sentences what type of role you are looking and provide a few titles of roles that you have found that are of interest to you.
* What experience or skills would you like to highlight in your CV and Executive summary?
* How much creative writing would you like in your CV?

Please consider your target audience, CEO’s prefer more factual CV’s.

IMPORTANT TO NOTE:

**Photos**

* We supply your photos in a Dropbox link at the end of the process. Please note that special edits are available within reasonable parameters.
* Please provide us notice if you require makeup assistance or stylist for your shoot, a separate will apply. You are welcome to contact our photographer should you want to find out more about this additional service.

**Timeframe for submitting information**

* Please note that we work on a two-week workflow and therefore require you to return all your information with the two weeks after receiving your engagement pack.
* After four weeks we will not be able to guarantee a fixed delivery time but will try our best to complete your pack within our workflow deadlines.

**Alterations to CV’s**

* At your request we make alterations to the CV within reason. We do supply you with a word and PDF version to enable you to make your own adjustments as you continue on your career journey.
* The cover letter we supply should be adjusted according to the specific role you are applying for and for that purpose, we supply a generic version. (Please see my blog for an article on this topic.)

**Refunds**

Please note that we do not offer refunds due to the fact that we engage designers and writers upfront. It is therefore important that you work with our team to complete the process.

**Bespoke service**

Please remember that our CV and LinkedIn profile update service aim to set you up with a pack that will support you throughout your career. We do not offer a quick off the shelf service. Our CV’s are bespoke and personal.

**Our CVforLife process**

You will receive our engagement pack from Carike on receipt of payment. The information in this pack will help you to start this all-important journey. We also require you to send back critical information to ensure that we are able to start on your draft CV.

You will also need to download the expertise form and provide six expertise that match your experience.  This together with your Guildines must be sent back to our Operations Assistant.

Our operations assistant will then be in contact with you to arrange photos. She will also send you a guideline document on what to wear.

Once we have received the expertise list and any other documents with your completed guidelines form we can then draft a CV in a review format with additional questions. This draft will still need to be proofed and formatted and is there to ensure we have all the required information to start the process.

Once we have received your additional comments and details we can then draft a CV with your photo and all the information included.

We then complete your pack and send all documents sets as per the package you have purchased.

Your LinkedIn page is completed last as we want to ensure that we use information that has been checked by yourself and been proofed. All keywords will be loaded and your photos and artwork included.