

# Resume Writing: How It Works

A simple, collaborative process built around your story.

## The Process, Step by Step

### 1 SEND Send Your Materials

#### YOU PROVIDE

- Your current resume as a Word document
- 2 to 3 job postings for roles you feel qualified for
- Any notes on your goals, gaps, or concerns

### 3 CONFIRM Confirm and Pay

#### WHAT HAPPENS

- You pay through [nicoledarby.coach](https://nicoledarby.coach) to confirm your project
- Your first draft arrives within 2 to 3 business days of payment

### 5 FEEDBACK Return Your Feedback

#### YOU PROVIDE

- Green to confirm changes or add content you want included
- Answers to the orange prompts with the details Nicole needs
- No detail is too small. This is your story.

### 2 CONNECT Free 20-Minute Discovery Call

#### TOGETHER WE

- Align on your goals, target roles, and career narrative
- Answer your questions, and Nicole shares her initial thoughts
- Confirm direction before any work begins, so there are no surprises

### 4 REVIEW First Draft + Color-Coded Markup

#### NICOLE DELIVERS

- Your draft with color-coded markup (see the guide on page 2)
- Clear, simple back-and-forth with no confusion

### 6 FINAL Final Delivery

#### NICOLE DELIVERS

- Your final resume within 2 business days of receiving your feedback
- Two versions: a polished branded resume and a clean ATS version
- Your LinkedIn profile, if you chose a Resume + LinkedIn package

## The Color-Coded Feedback System

This keeps our collaboration clear, fast, and frustration-free.

### BLUE

#### Nicole's changes

Blue text means Nicole changed your content. Confirm it in green if you approve, or tell her if you want something different.

### ORANGE

#### Nicole needs your input

Orange means Nicole has a question or needs a detail from you, like "Can you quantify this result?" or "What was the outcome here?"

### GREEN

#### Your approved content

Green tells Nicole this is confirmed, so move forward with it. Use green for anything you add yourself, too, and Nicole will polish it.

## What You Receive

### Branded Resume

A professionally formatted, visually polished resume tailored to your industry and target roles. Ready to send to hiring managers and share while networking.

### ATS Resume

A clean, simply formatted version built for Applicant Tracking Systems, with no tables or graphics and the keywords from your target postings in the right places.

### LinkedIn Profile

Included with any Resume + LinkedIn package. A full profile refresh aligned with your resume: headline, About section, and experience.

## Your Investment

Resume writing is priced by career level.

|                             |       |                                  |       |
|-----------------------------|-------|----------------------------------|-------|
| Early Career Resume         | \$295 | Resume + LinkedIn: Early Career  | \$450 |
| Professional Resume         | \$395 | Resume + LinkedIn: Professional  | \$550 |
| Senior Leader Resume        | \$495 | Resume + LinkedIn: Senior Leader | \$650 |
| Executive Resume            | \$695 | Resume + LinkedIn: Executive     | \$850 |
| LinkedIn Add-On With Resume | \$195 | LinkedIn Profile Rewrite         | \$295 |

## Ready to get started?

Book your free 20-minute Discovery Call and we'll map out your resume together.

[BOOK AT NICOLEDARBY.COACH](https://nicoledarby.coach)

