



## Ten Steps to Choosing a Great, Certified Professional Resume Writer

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You are at a career crossroads...You have decided to change jobs, go for that promotion, or, perhaps, are entering or reentering the job market. Maybe you have already broken too many pencil leads or hit the delete key scores of times. You know you are a great worker with many outstanding achievements. You just keep writing the same thing over and over, using too many bullets, too many trite words and run-on sentences, and you know it is all wrong. You wonder if a professional resume writer can help.

**Yes, a Certified Professional Resume Writer (CPRW) can help!** A CPRW has been tested and judged competent, by a jury of internationally recognized career writing masters, as having general writing proficiency and specialized career writing and career marketing expertise. A CPRW also is sworn to deliver the highest quality career writing services in the most ethical and professional manner.

**To make your CPRW selection process easier, I offer these ten tips:**

- (1) Look for sufficient years of professional writing experience (not amateur), proven by:
- (2) Certification and/or Training from legitimate sources;
- (3) Validation of membership status at Association web sites; and
- (4) Publication of resumes, cover letters, and articles in books, blogs, and legitimate web sites.
- (5) Expect to see endorsements from colleagues and customers on LinkedIn, Facebook "Likes," and web page testimonials.
- (6) Absence of irrefutably negative press (not merely a jealous competitor) is a must.
- (7) Request a couple of resume samples, if not already available on-line. Make sure you see evidence of clean format, perfect grammar and spelling, and a strong presentation of the client's accomplishments.
- (8) Your writer should express willingness to critique your resume, revealing weaknesses that could cost you an interview.
- (9) Your writer should express willingness to communicate with you throughout the project by phone or by e-mail to ask or respond to questions.
- (10) Finally, follow your gut instinct: If you like your writer at first meeting or phone call, you are probably a good match and embarking on an enlightening experience and a certain interview.