[](https://sites.google.com/site/needaresume01/Resources/professional-resume-writing-service-hlwqfsr2.jpg?attredirects=0)

Please e-mail me at [evy.vega@icloud.com](mailto:evy.vega@icloud.com) for a free consultation.

**Entry Level Résumé**

*Non-Management, Students, New Grads & Professionals with up to 3 years' experience.*

**Professional Résumé**

*Professionals with 3-10 years' experience, not in management or IT.*

**Management Level Résumé**

*All managers with hiring and firing responsibilities.*

**Customized Cover Letters**

Present your availability and intention to the prospective employer with a personalized cover letter. This one-page document that will familiarize the reader with your professional skills and personal interest in the job for which you are applying.

**Thank You Letters**

Want to continue to stand out after a successful job interview? Send a thank you note. Gratitude leaves a lasting impression. This small detail shows that you respect the interviewer's time and are genuinely interested in the position.

Note\*\* All text should be on a white page and the text color is (Blue, Accent 1, Darker 50% or in the color grid it’s the 5th blue column from the left, last deep blue) Times New Roman, 12pt, “Justify” alignment. The Header logo should appear at the top and L3V3L Up! At the end.