# AKR Career Services - Client Workflow

Step 1 – Discovery  
Client completes intake form + uploads resume.

Step 2 – Consultation  
30-minute call or detailed email exchange to align on goals.

Step 3 – Drafting  
1st draft within 3–5 business days.

Step 4 – Revisions  
Client provides feedback. You revise (1–3 rounds depending on package).

Step 5 – Delivery  
Final versions sent in Word + PDF format.

Step 6 – Follow-Up  
Optional: quick check-in after 30 days to see if they’ve landed interviews (great for testimonials).