

## **COMPANY BACKGROUND**

**Letter Perfect Resumes has been in business for over 25 years. Our goal is to provide high quality customer service and more personal attention than our competitors. We have written over 11,000 customized resumes for professionals and students on all levels. We have been successful in interviewing clients to target resumes and cover letters for specific careers.**

## **UP-TO-DATE RESUMES**

**It is very important to incorporate key words, action verbs, and accomplishments to achieve results. Each individual is unique, and resumes should be designed to highlight the most significant information.**

**Resumes are now being screened by Applicant Tracking Systems (ATS). It is essential to include key words and phrases related to the type of position candidates are applying for. Old style resumes do not work in today's job market.**

## **OWNER**

**Karen Wyatt-Boecker operates her business to provide quality services to clients nationwide in an efficient and professional manner. Karen is a Certified Professional Resume Writer (CPRW), and a current member of the Professional Association of Resume Writers (PARW). Her education includes a Bachelor of Science with a double major in Management/Accounting. She also has an extensive background in English, technical writing, editing, and medical terminology.**

## **EXPERIENCE**

**Letter Perfect Resumes has extensive experience writing resumes and cover letters for all professions including the following:**

- Managers, Business Owners, Executives, Directors, Chief Executive Officers, and Chief Operating Officers**
- Account Executives, Account Managers, and Sales Representatives**
- Teachers and Principals**
- College Students**
- Nurses, Medical Assistants, and Medical Technicians**
- Administrative Assistants, Office Managers, and Clerical Staff**
- Event and Meeting Planners**
- Real Estate Agents and Property Managers**
- Human Resource Personnel**
- Law Enforcement and Security Personnel**
- Accountants, Chief Financial Officers, and Financial Analysts**
- State, City, and County Government Employees**
- Paralegals and Legal Assistants**
- Construction Managers and Superintendents**
- Military Personnel (including converting military duties to civilian language)**
- Restaurant and Hotel Personnel**
- Technicians**

- **Telecommunication Professionals**
- **I.T. Professionals**

## **SERVICES**

**Letter Perfect Resumes provides a full line of services including one and two page resumes, dynamic cover letters, reference sheets, salary histories, and technology friendly documents to post online. One hour personal phone consultations are done in a confidential manner, and documents are emailed in Microsoft Word format.**

**The one hour phone appointment is very important. It enables the Resume Writer to gather detailed information regarding each client's experience, education, career objectives, goals, accomplishments, recognitions, and skills. All resumes are customized according to each individual. Key words and phrases are incorporated so clients can successfully post their resumes online.**

**Please see our complete price list on this website.**