

LDW Group LLC Career Portfolio Service

Career portfolios are designed to help you as a professional provide with a complete presentation of your career profile. The intended use of this document is to present it when you land the interview or when you need to make a full introduction of yourself and your professional experience. The LDW Group LLC will develop a career portfolio for you that will be ready to present to a prospective employer or organization of your choice.

Go to your interview equipped and ready to tell your story!

At minimum, the portfolio will include the following elements: cover letter, résumé, reference statement or list, recommendations, and certifications/awards/degrees. Other items may include but not limited to: publications, patents, etc.

The Career Portfolio Service includes:

- Three copies of the finished portfolio with spiral or comb binding
- A CD with original files in Word format, and
- **Unlimited consultation** with your certified résumé writer until your portfolio is complete and delivered

We can also provide custom packaging at an additional fee.



So let's get started!

Step 1 – Determine your Service Level: Custom Packaging (on any Service Level): \$75

Service Level ①: \$295

You already have a completed résumé and cover letter where minimal revisions will be needed

Service Level ②: \$395

You already have a résumé and cover letter but it will require critiquing and revision

Service Level ③: \$575

You need both a résumé and cover letter developed

Step 2 – Confirmation of your Service Level by the LDW Group LLC:

Submit a copy of your current résumé and cover letter for review (along with the form below) to: ldwgroup@ldwgroup.biz. One of our team members will review your documents and confirm your Service Level within 24-48 hours.

Step 3 – Payment for Service:

Once your Service Level is confirmed, then you can make your secure payment at the LDW Group LLC website: <https://www.ldwgroup.biz/client-profile/>

Step 4 –Begin the development of your career portfolio!

After payment for your Service Level has been received, one of our team members will contact you to set up convenient time to begin your consultation.



Client Profile Form

Email this form to: ldwgroup1@yahoo.com along with your current résumé AND your cover letter. A team member will respond within 24-48 hours.
Thank you and we look forward to serving you!

Full Name: _____

Address: _____

Preferred Phone: _____

Best Time To Call (Please list day(s) and time): _____

Email: _____

Are You Currently Employed? Yes _____ No _____

Career Level:

-
-
-

Disclaimer *

I understand that my finished career portfolio has been created for my personal use. I also understand that the LDW Group LLC makes no guarantee that I will secure employment as a result of presenting my career portfolio.

Agreement of the Disclaimer *

My signature below indicates that I fully understand and agree with the disclaimer.

Signature

Date

How did you hear about the LDW Group LLC Career Portfolio Service?

