



CV Editing

The service "CV Editing" is tailored to the individual needs of the client and guarantees a professional and personalized approach. The goal is to create a competitive and representative resume (CV) that will increase the chances of a successful career for the client.

The service „CV Editing” is structured in the following stages:

1. INITIAL CONSULTATION

Description:

This stage includes the initial meeting or conversation with the client to gather basic information and establish their needs and expectations and what service from Antal International's portfolio would be most useful.

Stages:

- Appointment (by phone, online or face-to-face)
- Answering basic questions to gather basic information (name, education, previous experience, etc.)
- Discussing the client's goals (eg, desired position or industry)
- Clarifying strengths, skills and achievements

2. COLLECTION OF DETAILED INFORMATION

Description:

At this stage, detailed information about professional experience, education, specific skills, additional qualifications and other relevant information for the preparation of the document is collected about the client.

Stage:

- Detailed conversation with the client for a more detailed discussion of his work history, projects, achievements, skills, qualifications
- Collection of additional documents, if any (diplomas, certificates, references)
- Use of special questionnaires to specify specific details

3. ANALYSIS AND STRUCTURING OF INFORMATION

Description:

Once all the necessary preliminary information has been collected, it is analyzed and structured into an appropriate format.

Stages:

- Sort the collected information by significance and relevance to the desired position
- Determining the appropriate CV structure and format (chronological, functional or combined)
- Choosing keywords and phrases to highlight the client's skills and achievements

4. CV DESIGN PROPOSAL

Description:

Having ascertained in what areas he has experience and expertise and also to which area of development the client has aimed, the consultant has the obligation to offer several options for CV designs which, according to his observations and experience, are current and attractive for the relevant industry, for for the client to choose the design of his professional CV.

5. DRAFTING

Description:

At this stage, the professional consultant compiles a draft of the CV based on the collected information and the analysis of the chosen design.

Stages:

- Writing the main sections of the CV (introduction, professional experience, education, skills, etc.)
- Formatting the document for visual appeal and easy readability
- Inclusion of appropriate professional terms and emphasis on key skills

6. REVIEW AND FEEDBACK

Description:

Submitting the draft to the client for review and gathering feedback.

Stages:

- Send the draft to the client for review
- Arrange a meeting or call to discuss notes and comments as needed
- Listening to customer recommendations and wishes for corrections if necessary

7. FINALIZE THE CV

Description:

After discussing all corrections and recommendations, the final version of the CV is prepared.

Stages:

- Making all necessary corrections and improvements
- Final review for errors and inaccuracies
- Providing the final document to the client in various formats (PDF, Word) after payment for the service

8. ADDITIONAL SERVICES (OPTIONAL)

Description:

Offering additional services to assist the client in applying or updating the information in the relevant documents.

Stages:

- Preparation of a cover letter for a specific position with guidelines for personalization to the employer
- Create or optimize a LinkedIn profile
- Updating the CV when the client's professional status changes (new job, completion of a course, etc.)
- Maintaining contact with the client for future corrections and adaptations

The final price for the service "CV editing" can be formed depending on the scope of services provided and the preferences of the client in one of the following 3 packages.

Basic package

Description:

- Initial consultation
- Gathering detailed information from the client
- Analysis and structuring of information
- Preparation of a draft with a design pre-selected by the contracting authority
- Revision and finalization of the CV

Standard package

Description:

- Initial consultation
- Gathering detailed information from the client
- Analysis and structuring of information
- Preparation of a draft version of CV
- Revision and finalization of the CV
- + **Drafting a cover letter for a specific position with guidelines for personalization to the employer**

Premium package

Description:

- Initial consultation
- Gathering detailed information from the client
- Analysis and structuring of information
- Preparation of a draft version of CV
- Revision and finalization of the CV
- Drafting a cover letter for a specific position with guidelines for personalization to the employer
- + **Optimization of LinkedIn profile**

Supplement to each of the packages

Description:

Update, correction and actualization of:

- CV
- Cover letter
- LinkedIn profile