



**PREP YOUR PATH**  
Career Development for Students

DATE:

CANDIDATE:

LEVEL: \_\_\_ HIGH SCHOOL; \_\_\_ COLLEGE; \_\_\_ RECENT GRAD

EMAIL:

CELL:

**CONTRACT AGREEMENT**

**SERVICE**

Prep Your Path agrees to provide Resume Writing Services for the above Candidate. Working exclusively with Anne Finnegan, MBA and Certified Professional Resume Writer (CPRW), Candidate will receive one “core” and up to two “targeted” resumes in both Microsoft Word and PDF. Recent Grads also will receive a new or updated LinkedIn profile (“Services”).

**FEES**

The fees for Services are: High School, \$245; College, \$295; Recent Grad, \$395.

Services begin once Candidate has signed the Contract Agreement and provided a nonrefundable deposit of \$100 by credit card. Final payment is due on project completion. Alternatively, Candidate may provide full payment up front by credit card, Venmo, Zelle, or PayPal, including the nonrefundable deposit of \$100.

If Candidate requires additional targeted resumes, the fee is \$45 each. Any changes requested after final resumes have been delivered are charged at \$45 per hour, with a \$25 minimum.

**PROCESS**

Prep Your Path strives to complete Services within 3 to 14 days of the start date, including 1 to 2 days for professional proofreader services to check for typographical and grammatical errors. We edit resumes until you are 100% satisfied.

1. *Resume Development*: To ensure that information is collected effectively and efficiently, Candidate agrees to:
  - Provide 2 to 5 online job postings or summaries of targeted search opportunities
  - Provide a current resume or summary of experiences
  - Participate in telephone or email discussions as needed for review of objectives, experiences, and resume drafts
2. *Drafts*: Candidate receives the first draft of a “core” or “targeted” resume within 1 to 3 days of receipt of the resume content information and deposit. It is essential that Candidate provide feedback to edits in a timely manner to ensure completion of all resumes on schedule. Failure to do so may result in project termination and loss of deposit.
3. *LinkedIn Development and Follow-up*: After resumes have been completed, Recent Grads will receive a new or updated LinkedIn profile. Any High School, College, or Recent Grad Candidate may follow up with questions at any time at no fee.

**TERMS**

Candidate assumes responsibility for 1) the accuracy of all information on final resumes, 2) the accuracy of final editing and proofreading, and 3) personal actions and outcomes that result from services provided by Prep Your Path.

By engaging with Prep Your Path, Candidate maintains that he/she has read, understood, and agrees to abide by the conditions in the *Terms & Policies* on the website ([www.PrepareYourPath.com](http://www.PrepareYourPath.com)).

**ACCEPTANCE**

Your signature below constitutes acceptance of this Contract Agreement. Thank you for your business. We look forward to working with you. Please contact Anne Finnegan if you have any questions at [Anne@PrepYourPath.com](mailto:Anne@PrepYourPath.com) or (914) 263-1759 (cell).

Anne Finnegan

By Prep Your Path LLC

*Anne C. Finnegan*

Signature

By Candidate or an Authorized Person

Signature

**We Help You Navigate Your Career**

[info@PrepYourPath.com](mailto:info@PrepYourPath.com) • (914) 305-1943 • [www.PrepareYourPath.com](http://www.PrepareYourPath.com)