



Jordan Lee

Resume Writer Service

Resume writer transforming careers with standout documents
Eleven years of experience crafting compelling career documents for clients in various industries.



City, ST



(555) 789-0123



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- Career coaching
- Interview preparation
- LinkedIn profile optimization
- Personal branding
- Professional writing

PROFESSIONAL EXPERIENCE

LEAD RESUME WRITER | CAREER BOOST CO.
CHICAGO, IL | AUGUST 2016 – PRESENT

- Created over 500 resumes and cover letters tailored to diverse industries, achieving a 95% client success rate
- Held workshops on LinkedIn optimization and job application strategies

RESUME CONSULTANT | JOBPRO SERVICES
CHICAGO, IL | MAY 2014 – JULY 2016

- Developed resumes that increased interview callbacks for clients by 40%
- Collaborated with recruiters to identify in-demand skills and industry trends

EDUCATION

- Bachelor of Arts in Communications
Northwestern University , Evanston, IL | May 2014