



# Career Elevation

Resume Refresh Client Workbook

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Professional Resume Development & Career Branding

Client Name:

Date:

Prepared by MsKnowledgeOfficial

**Breaking Chains. Building Knowledge. Creating Change.**



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## Workbook Contents

Use this workbook to provide the details needed to refresh and strengthen your resume. Complete the online Wix form when possible, or use this packet for face-to-face intake and notes.

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## Welcome Letter

Thank you for choosing Career Elevation. Resume Refresh is designed to help clarify your experience, strengthen your wording, and position your professional story with more confidence. This workbook gives me the information needed to understand where you have been, what you have done, and where you are trying to go next. The more specific you are, the stronger your resume can become.

Please answer each section honestly and thoroughly. If a question does not apply, write N/A. If you are unsure, write what you remember and we can clarify during review.



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## Client Information

Basic contact information for your Resume Refresh service.

<b>Full Name</b>	<b>Preferred Name</b>

<b>Phone Number</b>	<b>Email Address</b>

<b>City &amp; State</b>	<b>Preferred Contact Method</b>

**Best times to contact you**

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## Career Goals

Tell me what kind of work you are targeting so the resume can be aligned to your next move.

**Position(s) you are applying for**

**Industry or field you are targeting**

**Desired salary range**

**Work preference: full-time, part-time, contract, remote, hybrid, or on-site**

**Biggest job search challenges right now**



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## Resume Assessment

This section helps identify what needs to be strengthened, removed, clarified, or repositioned.

**Do you currently have a resume? If yes, when was it last updated?**

**Have you received interviews with your current resume?**

**What do you feel is missing from your current resume?**

**What do you want employers to notice first?**



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## Employment History

List your most recent roles first. Include company, job title, dates, responsibilities, accomplishments, metrics, leadership, systems, and promotions.

### Position 1

### Position 2

### Position 3



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## Education & Certifications

Include degrees, schools, certifications, licenses, professional development, trainings, and relevant coursework.

### Education

### Certifications and licenses

### Training or relevant coursework



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## Skills & Strengths

Include technical skills, software, leadership, communication, project management, customer service, operations, healthcare, HR, sales, or industry-specific skills.

### Technical skills and software

### Leadership and people skills

### Industry-specific strengths



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## Professional Achievements

Strong resumes are built on evidence. List measurable wins, awards, special projects, process improvements, revenue, savings, promotions, or recognition.

### Awards or recognition

### Metrics, numbers, or measurable results

### Special projects, leadership moments, or process improvements



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## Target Role Worksheet

Use this section to connect your experience to the role you want next.

**Target job title**

**Keywords from job postings you are interested in**

**Experience you want highlighted for this role**

**Experience you want minimized or removed**



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## Resume Preferences

This section helps match your resume style and delivery preferences.

**Preferred resume style: traditional, modern, executive, or ATS-friendly**

**Do you want a one-page or two-page resume if appropriate?**

**Additional notes, concerns, or preferences**



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## Client Agreement

Please read carefully before signing.

By signing below, I certify that all information I provide to MsKnowledgeOfficial Career Elevation is true and accurate to the best of my knowledge.

I understand that the quality of my resume depends on the accuracy and completeness of the information I provide. I agree to provide additional information or clarification if requested to complete my Resume Refresh service.

I understand that Resume Refresh is designed to improve the presentation, organization, clarity, and effectiveness of my professional experience. MsKnowledgeOfficial does not guarantee interviews, job offers, promotions, salary increases, or employment.

I understand that I am responsible for reviewing my completed resume for accuracy, spelling, dates, job titles, employment history, contact information, and all other details before submitting it to employers.

One revision is included if requested within seven (7) calendar days after delivery. Additional revisions, major rewrites, new target roles, or substantial changes may require an additional service fee.

I acknowledge that Career Elevation materials, templates, formatting, and original written content created by MsKnowledgeOfficial remain the intellectual property of MsKnowledgeOfficial and may not be copied, reproduced, resold, or redistributed without written permission.

**Client Signature**

**Printed Name**

**Date**



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## Privacy & Confidentiality Agreement

Career service work requires personal and professional information. This page explains how your information is handled.

MsKnowledgeOfficial will use your personal information, resume, employment history, job search details, and supporting documents only for the purpose of providing Career Elevation services.

Your information will not be sold or shared with third parties without your permission, except when required by law.

You are encouraged to remove unnecessary sensitive information from documents before submission, including Social Security numbers, full birth dates, financial account numbers, or medical information that is not relevant to your career service.

Electronic communication may include email, website forms, file uploads, or messages. While reasonable care will be used, no digital communication method can be guaranteed completely risk-free.

### Client Signature

### Date



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## Document Checklist

Upload or provide any documents that help complete your Resume Refresh. Check off what you have included.

- Current resume
- Target job posting or job description
- Certifications or licenses
- Performance reviews or work samples
- Awards, recognition, or recommendation notes
- LinkedIn profile link
- Other supporting documents

### Notes



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## What Happens Next

After your completed workbook or Wix intake form is received, your Resume Refresh service can begin.

1. Your intake information and documents are reviewed.
2. Your experience, achievements, and target role are evaluated for stronger resume positioning.
3. Your resume is refreshed for clarity, organization, wording, and career impact.
4. Your completed resume is delivered for your review.
5. You may request one revision within seven (7) calendar days of delivery.

Thank you for trusting Career Elevation with your next move.

**MsKnowledgeOfficial**