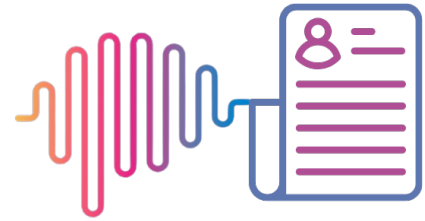


PM CV Enhancement Basic Service

—Service Description



What it is

The PM CV Enhancement Service (Basic) (The Basic Service) provides Project Manager CV Enhancement on your current CV to assist you develop a new reimagined CV to support your job seeking and professional development activities.

The Basic Service gives you control over the CV editing, while we provide comprehensive CV analysis, feedback, and enhancement recommendations. We also provide a copy of the **PM CV for Impact Framework Guidebook** that explains the Framework concepts and provides step-by-step instructions on each type of enhancement option.

The Basic Service uses asynchronous data exchange in pre-defined cycles in which we send you analytics reports and recommendations, and you send us updated CV versions as defined in the “Service Steps” table below. We support you via chat and email.

The Basic service is the optimum balance between speed, cost, and effort to get your enhanced CV result.

What we do

Overview

To deliver the Basic Service, we collaborate across eight (8) steps, performing two (2) cycles of data exchange by email or online chat.

You perform all CV edits and updates, implementing our recommended improvements. We provide you with a guidebook with step-by-step explanations of how to perform each recommended enhancement.

Service Steps

The table below lists the exact steps we collectively execute during the delivery of this service and the responsibility for each step. Please review these steps carefully before signing up for the service.

#	Stage	Who	Action
1.	Initiation	You	Complete the signup process. Our online form collects background information and payment for the service. We'll send you a receipt and an email address confirmation message.
2	Send CV	You	Send us your current CV plus any supporting documents (via email to support@tiligent.com)
3.	Analysis 1	Us	We analyse your CV from the perspective of a PM Hiring Manager (see the PM CV for Impact Framework Guidebook for details of what analysis we do)
4.	Feedback 1	Us	We send you the analytical reports and guidelines for improvement.

#	Stage	Who	Action
5.	CV Editing 1	You	You work through the information we provide according to our guidelines, clarify your experience statements, and send it back.
6.	Analysis 2	Us	We rerun the quality scores & analytics and develop updated guidelines for a second round of improvement editing by you.
7.	Feedback 2	Us	We send you the analytical reports and guidelines for improvement. We'll include a "close-out list" of enhancement actions we consider the minimum. We'll also send you a link to a page of CV templates for you to choose.
8.	CV Editing 2	You	You do another round of edits and updates according to our feedback and guidelines.
9.	Completion	You	Update your CV into your preferred template.

What you Get

You get the following deliverables with this service:

1. The completed process as defined in **"What We Do"** above.
2. The **PM CV for Impact Framework Guidebook**, an e-book that describes exactly what you need to do in your "Homework" sessions and CV finalisation.

The result is a new CV stripped of empty and vague content, augmented with higher-value experience statements, and showcasing your authentic individual skills and experience, in a simple and easy-to-read format.

What you Don't Get

This service is based on document exchange and doesn't include interactive meetings, workshops, or any coaching on the principles. It isn't designed for intensive interactive coaching or extended support.

We're available via chat or email to support you if you have specific problems with the PM CV for Impact Framework process, but not on the substantive content of the CV or your work experience.

If you need more support or more consultant interaction, or you want us to do some — or all of — the CV editing, please choose the **Premium** or **"Done for You"** service options.

Key Benefits

As with all PM CV Enhancement Services, you get the benefits of using a Project Management specific CV framework, experienced PM Consultant Insights, and precision feedback based on up to seven (7) analytical reports.

The benefits of the Basic Service are:

- The lowest cost service that includes consultant engagement.
- Flexibility to perform your edits at your pace.