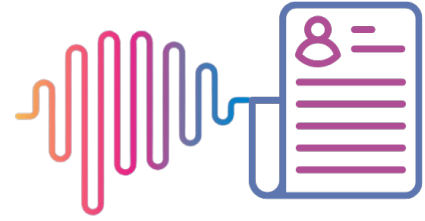


PM CV Enhancement Done for You Service —Service Description



What it is

The **PM CV Enhancement (Done for You)** service is the **ultimate hands-off solution** for project managers who want their CV transformed by industry experts. Our consultants handle the entire editing process, using powerful analytics, targeted enhancement strategies, and three live calls to ensure your CV **effectively showcases** your unique value. With **minimal effort on your part**, you'll receive a **fully optimised, high-impact CV** designed to attract hiring managers and position you as a top candidate in your field.

We provide the same three (3) live calls with our consultant as the Premium Service.

Apart from reviewing our CV drafts, the main effort for customers is documenting the detailed unpacking of context and activity information after the Job/Role PIR workshop.

This service mixes two modes of interaction. We operate most steps asynchronously, exchanging information in pre-defined cycles, and communicating via comments in documents and emails, plus, we interact in real-time during those three meetings.

It's the best option for customers who want to reduce the overhead of enhancing their CV.

is based on the [PM CV for Impact Framework](#) and the AI and other automation tools we've developed to implement the framework.

Who This Is For

This service is designed for **Project Managers, Program Managers, Agile Delivery Leads, Scrum Masters, PMO professionals**, and **other project delivery experts** who want to:

- Compensate for busy professional and personal lives by leveraging experienced consultants to do most of the work
- Keep control of the CV content whilst still leveraging the benefits of an advanced, Project management-specific CV framework.
- Take control of their **career narratives** for job-seeking.
- Avoid **bland, generic CVs** that recruiters cannot differentiate from other candidates.
- **Customise applications efficiently** while maintaining **individual credibility**.

What we do

Overview

Here's how we collaborate to deliver the **Done for You Service**.

We offer the same basic structure as the Premium service – including the **Job/Role PIR**, but we flip the editing and review responsibilities.

To deliver the Done for You Service, we collaborate across 20 steps, performing two (2) cycles of information exchange by email or online chat.

We do **all the CV edits**, and you provide us feedback.

Plus, we have three (3) meetings to discuss feedback and agree on the next steps for your CV enhancement editing. We can modify/eliminate some steps to further optimise your time commitment.

Service Steps

Please review the exact steps listed below. Please see the note after the table that describes possible simplification of these steps.

#	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 possible directions for enhancing your CV.
5.	Review Feedback	You	You read and digest the analysis and suggested enhancement strategies in preparation for the Action Planning Meeting.
6.	Review and Action Planning (Meeting 1)	You + Us	We meet via MS Teams, Zoom or Google Meet, to discuss the proposed changes to your CV and the recommended next steps. We agree on the preparation steps for the Job/Role PIR session.
7.	Prepare for the Job/Role PIR	You	You perform the preparation steps for the Job/Role PIR session.
8.	Job/Role PIR (Meeting 2)	You + Us	We facilitate the Job/Role PIR session for one Job/Role as a demonstration of the process and to kick-start your CV enhancement journey. We also discuss the follow-up on the PIRs for other Job/Roles, which you will perform offline.
9.	Job/Role PIR Development	You	You complete the Job/Role PIR activities for the rest of the Job/Roles as agreed in our Meeting 2. You can drip-feed us this information in parallel with our CV Editing activities.
10.	CV Editing 1 & Analytics 2	Us	Taking the results of the two prior meetings, we edit your CV and clarify your experience statements. We'll complete the editing for Round 1 once you've either finished the PIR follow-up activities or advised that you don't want to spend more time on it. This gives us a milestone so we can schedule the next steps in the service process.
11.	CV Draft 1	Us	We send you the CV Draft along with analytics for Draft 1, and recommendations.
12.	CV Draft 1 Review	You	You read the CV Draft and prepare comments, feedback, questions and any other information you want to provide us in the Feedback & Guidelines Meeting. Ideally, your feedback is provided by comments and markup in the

PM CV ENHANCEMENT SERVICE (DONE FOR YOU)

#	Stage	Who	Action
			Draft 1 document. Alternatively, you can provide feedback in a separate document, e.g. a list of comments.
13.	Send CV Draft 1 Feedback	You	You send your Review Feedback to us before the meeting.
14.	Feedback & Guidelines (Meeting 3)	You + Us	We meet via MS Teams, Zoom or Google Meet, to discuss your feedback and enhancement suggestions. We develop a close-out list of changes needed to complete the CV Enhancement process. We also discuss the CV templates and choose the document best suited to your needs.
15.	CV Editing 2	Us	We do another round of edits and updates according to your feedback and the outcomes of the Feedback meeting. We focus on completing the changes in the agreed “close-out list”. We also migrate your CV content to the selected template.
16..	CV Final Draft + Analytics	Us	We send you the CV Draft in the final along with analytics for this version.
17.	CV Draft 2 Review	You	You review the CV Final Draft and prepare comments, feedback, questions and any other information you want to provide us in the Final Feedback & Guidelines Meeting.
18.	Send CV Draft 2 Feedback	You	You send your Review Feedback to us before the meeting.
19.	Feedback & Guidelines (Meeting 4)	You + Us	We meet via MS Teams, Zoom or Google Meet, to walk through any feedback on the 2 nd Draft CV. We focus only on showstopper feedback items and, if possible, make the changes online in the meeting.
20..	Completion	Us	We fix the remaining “showstopper” issues in the final CV (if any) and send you back the final document.

Step Customisation

We understand that some clients are very time-poor and perhaps don't want to have so many meetings and review cycles. For the “Done for You” service only, we can discuss modification of this process after step 11, to remove one or more meetings and provide feedback via email. Please contact us after sign-up to discuss the preferred sequence.

We believe that the sequence as written above will result in the highest quality CV, but understand that it may not suit everyone.

If we modify the steps, we have three conditions:

1. Maximum of 2 rounds of CV edits after CV Draft 1. The edits on the Final Draft are limited to showstopper issues, specifically items that were agreed in the first meeting and would render the CV not fit for purpose if they were left unchanged.
2. We reserve the right to exclude suggestions from the “Closeout list”.
3. No price variation.

What you Get

You get the following with the “Done for You” service:

1. The completed process and deliverables 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

In the Done for You Service, you pretty much get it all.

We're available via chat or email to support you if you have specific problems with the PM CV for Impact Framework process or to discuss a particular aspect of your CV content.

If you feel this service is not cost-effective for you, please choose the Basic or Premium Services, or if you want full control and are happy to do all the editing, try our PM CV Analysis service.

Key Benefits

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

The specific benefits of the Done for You Service are:

- **Complete CV Overhaul by Experts** – We handle all edits, ensuring your CV is **fully optimised** and **high-impact**.
- **Industry-Specific Enhancements** – Experience statements are rewritten for **maximum relevance and clarity**.
- **Three Interactive Calls** – Collaborate with an **expert PM consultant** to refine your career narrative.
- **Automated and Manual Review Cycles** – Your CV undergoes multiple **revision rounds** for **peak effectiveness**.
- **Time-Saving, Stress-Free Process** – Perfect for professionals who **lack the time** or **confidence** to self-edit.