



# Distinctive Documents

The Internet's Résumé Writing & Career Marketing Specialists Since 1996



## LEARN HOW WE CAN HELP YOU

Book an introductory consultation  
<http://intro.distinctiveweb.com>

## AWARD-WINNING RÉSUMÉ WRITING SERVICES

Unmatched industry expertise. We bring together industry masterminds in an unprecedented, collaborative team effort to deliver top-notch quality and service for EVERY client.

**RÉSUMÉ WRITING STRATEGY:** The founder and CEO of Distinctive Career Services, LLC, Michelle Dumas is one of the industry's most respected experts with a natural intuitive gift and

talent for powerful writing that she puts to work in identifying and articulating each client's personal brand and career story. With 20 years of experience, numerous national awards for résumé writing, and extensive credentials, Michelle has assembled a handpicked team of the industry's top professional résumé writers, LinkedIn writers, and career coaches and is passionate about helping every client achieve



their highest professional aspirations within meaningful and rewarding careers. Michelle personally supervises every project and consults with the writing team on branding, document design, and content strategy.

**EDITING & PROOFREADING:** With 30 years of experience in the career services and job search arena, multiple certifications, and extensive professional associations, Norine is well known as one of the industry's top authorities. Committed to continually raising the bar in the industry, Norine is a frequently sought speaker and trainer, mentoring professional résumé writers nationwide and setting and enforcing quality standards and résumé writing best practices as a member of The NRWA Certification Commission. With an eye for detail and perfectionistic standards, Norine will provide expert proofreading and editing services for your résumé project.



**LINKEDIN PROFILES & STRATEGY:** With more than 20 years of experience that combines journalism, communications, and marketing, Kathi is our expert on LinkedIn profiles, online image building, and social media marketing. At her core, Kathi is a writer with endless curiosity, deep insight into what makes people tick and a passion for helping them tell their stories.



**CUSTOMER SERVICE & PROJECT MANAGEMENT:** Karen provides the glue that holds us all together. A member of our customer service team for nearly a decade, Karen brings a wealth of human resources expertise to our group along with her passion for ensuring we deliver the highest quality customer service and deliverables to each and every client. Karen keeps everything running smoothly, matching clients with the writers and orchestrating projects from start to successful finish.



**PROFESSIONAL RÉSUMÉ WRITING:** Our team is comprised of the industry's most deeply credentialed and accomplished résumé writers, each certified and trained in areas that include résumé writing, vocational counseling, career coaching, personal branding, and interview coaching. Their backgrounds range from small business settings to Fortune 500s and everything in between. While each writer has years and years of experience in résumé writing, they also have experience that includes such fields as recruiting, marketing, human resources and counseling.

There is simply NO comparison! A résumé written by Distinctive Documents can shave days, weeks, even MONTHS off your job search...saving you both TIME and MONEY and preventing the stress and frustration of a long, drawn out search.

Since 1996, we have met the résumé development and career marketing needs of thousands of discriminating professionals in all 50 U.S. states and internationally. Our résumé writing services are highly personalized and uncompromisingly professional.

*Prior to using your services I was averaging about one call from every 10th résumé or application I submitted for a potential job....After working with Distinctive Documents and reworking my résumé I was getting responses from about 40% of the applications I was sending out...Within one month of working with my new résumé I was in the position of having multiple offers and have ended up accepting the perfect position. — A.E., Georgia*

800-644-9694

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