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THE COMPLETE CV SERVICE

The production of high quality CV's has been an important area of our service for many years; largely through personal recommendation, our expertise in this area has become widely known.

Our service is a personal one – we hope for your success in finding employment or in changing your job – and it is very much our wish that the service we provide in presenting your personal details to the highest standard will help towards achievement of your career aims.

PRICES: <i>(exclusive of VAT)</i>		2/3 days	Express
OPTION A:	CV (up to 2 pages)	£25.00	£45.00
	Each additional page	£3.00	£5.00
	<i>(includes 2 printouts)</i>		
OPTION B:	Personal interview (1 hour) and compilation of data by KSS Staff		
	CV production (up to 2 pages)	£100.00	£150.00
	<i>(includes 5 printouts)</i>		
OPTION C:	CV Amend existing format/re-word (up to 2 pages)	£45.00	£65.00
	Each additional page	£10.00	£15.00
	<i>(includes 2 printouts)</i>		
OPTION D:	Covering letter (up to 1 page)	£20.00	£30.00

All the above services will include e-mailing a copy to your designated mailbox in word format

TO ORDER:

Clients who have already prepared the information to be included in their CV's should let us have the details in person to **35 Brompton Road** or by post or fax. **(Option A)**

Candidates who are unsure of the information required by employers may wish to have a personal interview **(Option B)** the CV will then be written from the information supplied.

PREPARATION TIME: 2 / 3 Working days/Express Service