

# Knightsbridge

## Secretarial Services Ltd

Over 40 years of service to private clients and business professionals

Tel: 020 7823 9955 Fax: 020 7823 9553

Email: [admin@knightsbridgesecretarial.com](mailto:admin@knightsbridgesecretarial.com)

# 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.

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

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### 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