

Subject: Feedback on Your Recent Resume Restructuring

Dear [Candidate Name],

Thank you for choosing [Company Name] for your resume restructuring. Our goal is to ensure your professional profile effectively highlights your strengths and aligns with your career objectives.

Below is the feedback regarding the updates made to your resume:

- 1. Executive Summary:** We have rewritten your profile to focus on your specific expertise in [Industry/Skill]. This ensures that recruiters immediately see your value proposition.
- 2. Formatting and Layout:** The document has been optimized for Applicant Tracking Systems (ATS). We used a clean, chronological format to improve readability for both software and human hiring managers.
- 3. Content and Accomplishments:** We shifted the focus from a list of duties to a list of measurable achievements. Using action verbs like [Example Verb], we highlighted your impact at [Previous Company].
- 4. Keyword Optimization:** We integrated industry-specific keywords such as [Keyword 1] and [Keyword 2] to increase your visibility in search results.

Next Steps:

Please review the attached draft. If you have any specific adjustments or questions regarding the phrasing, feel free to reach out. We offer [Number] rounds of revisions to ensure you are completely satisfied.

We look forward to hearing your thoughts.

Best regards,

[Your Name]
[Your Title]
[Company Name]