



Your Executive Branding Program Checklist

Use this as an interactive checklist to document your progress in creating your personal brand.

1

- ☐ Enrollment (Sign Client Agreement via DocuSign & Read Welcome Letter Page)
- ☐ Schedule Introduction Call with Executive Branding Coach, Clay Schnittker
- ☐ Watch Tammy's Resume Application instruction Video and Start the Resume Application Survey
- ☐ Complete the Resume Application Survey (at your pace, but typically ~2 weeks)

2

- ☐ Complete Resume Preparation Sessions with Clay (usually 4 sessions)
- ☐ While your resume is being written, [CLICK HERE](#) for your activity assignment

3

- ☐ Receive 1-Page Functional Resume from Tammy via email
- ☐ Attend Resume Presentation (final editing) session with Tammy and Clay on Zoom

4

- ☐ Receive chronological resume from Clay via email
- ☐ Edit chronological resume as needed (with Clay via email) and submit final approval to Clay

5

- ☐ Provide your LinkedIn login information to Clay via email
- ☐ Meet Clay for LinkedIn Profile Presentation and Final Approval



- ☐ Congratulate yourself on having a compelling personal brand and talk to Tammy or Brian about Networking Superhighway

Executive Branding Coach: Clay Schnittker clay@careerresumeconsulting.com

For Questions About: Resume Application Survey ♦ Career History ♦ Resume ♦ LinkedIn Profile

Office Manager: Lacey Schichi at: lacey@careerresumeconsulting.com

For Questions About: Billing ♦ Scheduling ♦ Customer Service