



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, Philip Browne
- 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 Philip (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 Philip on Zoom

4

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

5

- Provide your LinkedIn login information to Philip via email
- Meet Philip 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: Philip Browne philip@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