**IEE**

Please read and complete the application form. Send the resume writing application form along with required documentation and payment to payment to: **International Education Evaluators or IEE, P.O. Box 545863, Surfside, FL 33154.** Please make your check or money order payable, in U.S. dollars, to IEE.

If you have any questions, please call us at (305) 503-9063 or e-mail us at info@iee-usa.com.

## Resume Writing Application Form

Date: _____

**1. CLIENT INFORMATION** ☐ Male ☐ Female

Name: _____
Last First Middle

Mailing Address: _____

_____
City State Zip/Postal Code Country

Telephone: _____ Fax: _____

Email: _____

_____
Have you had a resume completed by IEE before? If no, how did you learn about IEE?

**2. PROFESSIONAL SERVICES REQUESTED**

☐ 10 day resume service ($50)
☐ 5 day resume service ($75)
☐ 3 day resume service ($150)
☐ 24-hour resume service ($250)
☐ Extra Copy of Report ($5 per copy) _____

**3. DOCUMENTS DELIVERY OPTIONS**

If you would like to receive your resume by means other than regular mail, please select from the following options and include corresponding charges along with your payment.

☐ PRIORITY MAIL (U.S. only): $5.00 ☐ EXPRESS MAIL (U.S./Canada): $20.00
☐ INTERNATIONAL COURIER SERVICE: $50.00

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**PHONE APPOINTMENT SCHEDULE:**

Date to call: _____

Best time to call: _____

The Resume Department will keep resumes and the accompanying documents for one year. No refunds will be issued once an application has been submitted for the service of resume writing and editing.

I release IEE, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the resume.

_____ _____ _____
Name Signature Date

*P.O. Box 545863, Surfside, FL 33154, USA*
*Tel: 305.503.9063 Fax: 305.993.5550*
*www.iee-usa.com E-mail: info@iee-usa.com*

*Thank you for choosing IEE!*