



Position Name: Resume / CV Writer | No of Vacant Positions: 25

Ten On Net is seeking services of qualified and committed candidates for the posts of Resume / CV Writers in the morning and evening shifts. Selected candidates will develop broad skills in line with international resume and CV writing standards to support personal growth and organizational success. The ideal candidate's traits should include the exceptional ability to draw out the best in clients given content and turn their words into the compelling and persuasive copy.

We want to hear from you if you have:

- Excellent US English Language skills (writing and communication).
- Active learner, able to serve diverse clients simultaneously, with the client's value and satisfaction at the forefront.
- Advanced proficiency in Microsoft Word (Document Management).
- Superb time management and professional demeanor.
- Good typing and proofreading skills.

Job Description:

- Write and format content for resumes, CVs, cover letters, thank you letters, follow-up letters, and LinkedIn profiles.
- Deliver professional documents to the client, which is free from grammatical errors, spelling mistakes, or factual errors (Proofreading).
- Interacting with American clients on a daily basis; should have an easy-to-understand accent and complete knowledge of American culture and mannerisms.
- Answering emails professionally and engaging with clients.

Benefits:

Paid Annual Leaves | Monthly Incentives/ Bonuses | E.O.B.I. Insurance | Annual Increments | Performance Rewards | Complete on-job training will be provided

Education:

- Bachelor or Master's Degree in Mass Communication / English Literature / Business Administration / Commerce or related field.
- Required Experience: Fresh - 1 Year
- Candidates having O&A levels background or recently completed their degrees or waiting for final academic results will be preferred.

Salary range: 40-50k / Weekly and Monthly Performance Rewards.

Shifts: Morning 09.00 A.M. - 5.00 P.M | Evening - 05.00. P.M - 01.00 A.M.

Job Location: DHA - Phase 4, Lahore.

Interested candidate may send their resume at: basit@tenonnet.com CC TO: hr@tenonnet.com. The subject of your email should read "Resume / CV Writer".

<http://www.tenonnet.com/contact-us/>

CCA-116, Phase 4, Defence Housing Authority, Lahore

Tel: +92 42 356 94 029