KARWEXA DIGITAL SOLUTIONS

Executive Career Assets • Resume Optimization • Nairobi, Kenya

SERVICE AGREEMENT
ATS Career Assets

Client Name: [Client Full Name]

Date: [Date]

Service Level: Executive ATS Optimization

Location: Nairobi, Kenya

1. OBJECTIVE & PURPOSE

To re-engineer, structure, and optimize your executive career assets. This engagement ensures full compliance with Applicant Tracking System (ATS) screening algorithms while providing a compelling narrative for recruiters and executive hiring authorities.

2. SCOPE OF SERVICE

- **ATS Keyword Engineering:** Industry-specific keyword extraction and integration mapped directly from target executive position descriptions.
- **Formatting & Structure Restructure:** ATS-compliant single/double-page design, removing unparseable graphics, complex tables, and incompatible headers.
- **Impact-Driven Narrative:** Rephrasing achievement statements to emphasize quantifiable metrics, leadership scope, and ROI delivered.

3. PACKAGE DELIVERABLES

- Editable MS Word (.docx) ATS Resume
- High-Resolution PDF Version
- Tailored Cover Letter Template
- LinkedIn Profile Optimization Guide

4. INVESTMENT & DELIVERY SCHEDULE

Package Description	Turnaround Time	Investment
Executive ATS Resume & Career Suite	48–72 Business Hours	**KES 15,000 (or USD 120)**

Client Acceptance:

Signature & Date

KARWEXA Digital Solutions:

Signature & Date