



THE NATIONAL RÉSUMÉ WRITERS' ASSOCIATION

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BUSINESS CODE OF ETHICS

*As a member in good standing of the
National Resume Writers' Association, I agree to:*

- **Maintain full client confidentiality at all times.**
- **Do unto others as I would have done unto me.**
- **Be truthful in advertising and marketing and do not resort to “bait and switch” tactics.**
- **Practice a policy of full disclosure – provide an accurate portrayal of all products, services and costs that apply to and can meet the specific needs of each client before work is done.**
- **Be honest with prospective and/or existing clients on whether I can meet their needs – be they budget concerns or complex career objectives or goals.**
- **Provide and/or recommend materials and services that will enhance clients' abilities to achieve their objectives without regard to race, gender, religious preference or political status.**
- **Deliver to clients what was promised and be truthful in guiding, advising and counseling clients at all times.**
- **Adhere to the highest standards of professionalism and integrity while representing our industry and the NRWA to clients and the general public.**
- **Continually build upon our own books of knowledge in the areas of resume writing and industry and employment trends.**
- **Commit to elevating the quality of work of colleagues through mentor programs and formal and informal coaching**
- **Comply with all legal obligations, licensing laws, and association bylaws that govern industry and business practices.**