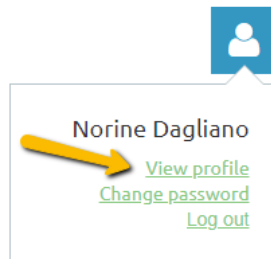


## Steps to Update Your NRWA Directory Profile

**Step 1:** Log in to the NRWA site and click on the link to view your profile (found in the top right corner of the Home page).



This will open a page that shows you everything that is currently included in your member profile (Membership Details, Connections, Professional Overview, Membership Benefits, NCRW Designation, NCOPE Certification, Board & Committee Service, and Social Network Login).

**Step 2:** To see what is visible to others who access the NRWA directory profile, click on the **My directory profile** link:

### My profile



**Step 3:** Click back to the My profile page and click on **EDIT PROFILE** to make changes to what is already featured, add new information, and customize your **Privacy** settings.

### My profile

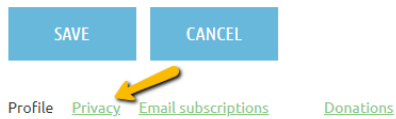


Scroll through this page, make any necessary edits, and complete any sections that are currently incomplete. Keep in mind that **the information you select may be visible to anyone who accesses your profile through the member directory (i.e., members, nonmembers, and job seekers) and may open the door to new clients, referrals, subcontractor writing opportunities, speaking engagements, joint collaborations, training gigs, media interviews, and so much more.**

Pay particular attention to the following sections: **Connections, Photo, How I help, Service Offerings, Resume Specialties, Subcontractor, and Speaker List.**

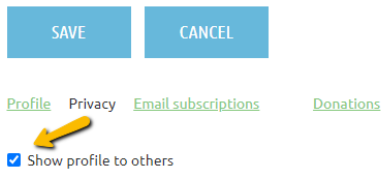
Scroll back to the top of the page, **SAVE** any changes you made and then click on **Privacy**. This is the essential step that many members overlook. It won't matter how detailed you are when completing your profile if your Privacy settings hide the information from view.

## My profile



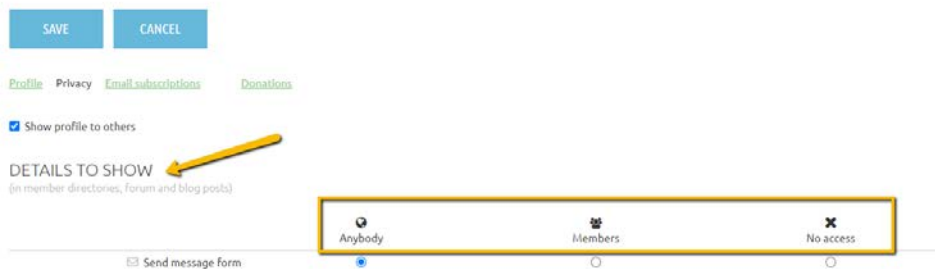
**Step 4:** On this page, the first step is to ensure you have checked the box **Show profile to others**.

## My profile



Below this, you'll see a long list of **DETAILS TO SHOW** with three options of who can view the details: **Anybody**, **Members**, and **No access**.

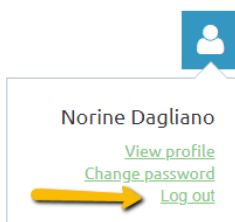
## My profile



**Step 5:** Work your way down this list, ensuring you have selected from one of the 3 options for each item listed. Again, keep in mind that what you make visible may directly impact your business and your opportunities to make connections and generate income.

After you have made and reviewed all your **Privacy** settings, click **SAVE**. Your NRWA Profile is now complete and up to date!

**Step 6 & 7:** To check that all looks as intended, go up to **Menu** bar at the top of any of the webpages, click on **SEARCH FOR A WRITER**, type your name in the search box, and confirm that everything you want visible to Members is indeed visible. To view what is visible to Anybody, you'll first need to log out of your account and then search for your name in the directory.



**Step 8:** Once your profile is updated, [click here \(https://thenrwa.com/event-4073321\)](https://thenrwa.com/event-4073321) to enter the drawing for a \$25 gift card and to be considered for the grand prize awarded to the Most Robust NRWA Profile (reference The Most Robust Profile Judging Criteria featured at the end of this document).



# THE NATIONAL RÉSUMÉ WRITERS' ASSOCIATION

*Setting the standard for excellence ~ Established 1997*

## My profile

SAVE

CANCEL

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

\* Mandatory fields

User ID 8775826 This field is generated automatically and cannot be changed

First name

Nickname

*Please provide any name you prefer to go by (Bob, Lizzie, J.R.). If you do not have a preference, please re-type your first name.*

Last name

Company Name

Mailing Address

Mailing Address 2

City

State

Zip Code

Country

e-Mail

Alternative e-Mail

We would like to send you email on educational, business and networking opportunities

I consent to receive electronic marketing communications.

Work Phone

Other Phone

Web Page

## CONNECTIONS

Admin view

Viewable in Member Directory  Yes

No

*Indicate whether or not you would like to be included in the public searchable database.*

Code of Ethics  I agree

I do not agree (will result in termination of membership)

*As a member of the NRWA, I agree to the Code of Ethics, as written in the NRWA Governance section of the website. (<https://thenrwa.com/codeofethics>)*

LinkedIn Profile

Twitter Handle

Facebook Page

Instagram Address

## PROFESSIONAL OVERVIEW

How many years in the industry?

Primary Work Setting

Secondary Work Setting

Certifications and Designations

*If you have earned the NCRW, include it here. In the case of multiple certifications, NCRW must be listed first.*

Photo



[Remove / change](#)

How I help

I provide customized services tailored to each job seeker's unique needs. Beginning with an in-depth consultation assessment, I identify the tools and services that will most effectively and efficiently help the client reach his/her personal goals. Once we agree on services and prices, we begin working collaboratively to complete the project. I work with clients all over the world, via phone, email and Skype.

In addition to working with job seekers, I designed and am the exclusive instructor for The NRWA Writing Excellence

*Limit is 150 words.*

Service Offerings

- Resume Writing
- Job Search Letters
- LinkedIn Profile Writing
- Business Writing
- Personal Branding
- Interview Coaching
- 30-60-90 Day Plans
- Career Counseling
- Job Search Coaching
- Salary Negotiations
- College Essays & Applications
- Proofreading/Copy Editing
- NCRW-Candidate Mentoring
- Outplacement
- Webinar Presentations
- Onsite Training

Curriculum Development

Service Description

Job Search Planning, Interview

Limit is 25 words (155 characters).

Resume Specialties

- Accounting / Banking / Finance
- Administrative / Executive Support
- Agriculture
- Arts / Creative
- Blue Collar / Skilled Trade
- Career Change / Return to Work
- Executive / C-Level
- Education / Academia / Higher Education
- Energy / Oil & Gas
- Engineering
- Entertainment / Media
- Federal / State Government
- Healthcare
- Hospitality
- Human Resources
- Information Systems / IT
- International
- Legal / Law Enforcement
- Life Sciences / Forestry
- Manufacturing / Supply Chain / Logistics
- Marketing / PR
- Military / Military Transition
- Ministry
- Nonprofit
- Pharmaceutical / Medical Device
- Recent Graduate / Entry Level
- Sales / Sales Management

Subcontractor

[Clear selection](#)

- Yes
- No

Indicate whether or not you are interested in subcontracting as a writer for other members of The NRWA.

Speaker List

[Clear selection](#)

- Yes
- No

Mark "yes" if you would like to be included in the searchable "speaker" list.

Speaker Bio & Topics

For more than 30 years, job seekers and professionals in career transition have relied on Norine Dagliano for expert advice, practical insight, inspiration, and support to help them get paid what they deserve doing work that they love. No stranger to the challenges and anxiety faced by job seekers, Dagliano leverages her personal experience to assess what is and is not working in one's career and job search and offers a common sense approach that creates "AH-HA moments," leaves lasting impact, and moves people to action.

## MEMBERSHIP BENEFITS

Volunteer Interests

- Conference
- Communications
- Education/Certification
- Membership

- Marketing
- Special Projects

Admin view

Membership Certificate  Yes, Please Email  
 Not necessary, will request if desired

*If you are joining as a new member, please mark here if you would like to receive a membership certificate. If you are renewing your membership and would like a certificate, please email your request to adminmanager@thenrwa.com.*

How did you hear about The NRWA?

Through networking

### NCRW DESIGNATION:

NCRW Certified? Yes

NCRW Certification Date June 30, 2018

NCRW Renewal Date June 30, 2021

CEU's Reported

Webinar: Career Branding (9.28.20) - 1  
NRWA 2020 Virtual Conference - 10  
Webinar: Crafting Resumes for New Grads (8.21.20)- 1  
Webinar; Creating High Impact Headlines and Powerful Summaries(6.19.20) - 1  
Webinar; Job Scan, Why Should I Use it? (4.17.20) - 1  
Webinar: Cover Letters That Open Doors (2.21.20)- 1  
Webinar: How to Create a Successful Resume (12.12.19)- 1

### NCOPE CERTIFICATION

NCOPE Certified? Yes

NCOPE Certification Date January 10, 2019

NCOPE Renewal Date April 30, 2021

### BOARD & COMMITTEE SERVICE (ADMIN USE)

Board Position WRITTEN COMMUNICATIONS CHAIR

Board Bio

Norine Dagliano, Nationally Certified Resume Writer (NCRW) and sole-proprietor of ekm Inspirations has been supporting and guiding professionals through career transition for more than three decades. In recent years, she has taken an active role in mentoring and training resume writers who wish to excel in the industry. With a strong background in curriculum development, she was commissioned by the NRWA to design and currently instructs the association's flagship Writing Excellence program, training new and experienced resume writers. Most recently she recorded an on-demand virtual training based on the same curriculum.

SAVE

CANCEL

The National Résumé Writers' Association  
2331 Rock Spring Road, Forest Hill, MD 21050



Member Services: 443.966.3851 or info@thenrwa.com

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Admin view





# THE NATIONAL RÉSUMÉ WRITERS' ASSOCIATION

*Setting the standard for excellence ~ Established 1997*

## My profile

SAVE

CANCEL

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

Show profile to others

### DETAILS TO SHOW

(in member directories, forum and blog posts)

	Anybody	Members	No access
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nickname	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mailing Address 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
State	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zip Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Country	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e-Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternative e-Mail	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
We would like to send you email on educational, business and networking opportunities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Work Phone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Phone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Web Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Viewable in Member Directory	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

