

# **PROFESSIONAL ASSOCIATION OF R ÉSUMÉ WRITERS & CAREER COACHES CODE OF ETHICS**

## **A PARW/CC member in good standing will:**

1. Professionally provide clients with products and services that will enhance their abilities to achieve their goals and objectives regardless of race, color, creed, religion, national origin, sex, age, level of income, or physical handicap.
2. Be sensitive to client needs and compassionate in providing advice, products, and services in meeting the client's specific career goals.
3. Deliver to the client what was promised and be truthful in guiding, advising, and counseling clients in all aspects of the résumé writing/employment industry.
4. Maintain strict confidentiality with every client, revealing information only upon written authorization by the client.
5. Keep current of new trends, formats, writing styles, and résumé/employment presentations to best serve his/her clients through the PARW/CC newsletter and other sources.
6. Stay abreast of market and hiring trends that will affect his/her clientele. By staying current, PARW/CC members will provide up-to-date advice, counsel, products, and services to better meet clients' career objectives.
7. Comply with all legal obligations in providing professional services.
8. Be aware that contact with the public as a PARW/CC member promotes the organization and reflects on the résumé writing/consulting service as an industry.
9. Be responsible to the community and be a contributing part of this environment through participation in community activities, and will offer professional advice and information pertaining to the résumé writing/employment field.
10. Emphasize the professional spirit of the organization by encouraging and promoting good relations among members.

# CAREER MASTERS INSTITUTE CODE OF ETHICS

This Code of Ethics underwrites the credibility of the Career Masters Institute and the professional actions of its members. It reaches this goal by describing how members of CMI behave in dealing with the following constituencies:

- **Members of the careers and employment professions**, including fellow members of CMI,
- **Employers** who rely upon the professional services CMI members provide,
- Members of the **public**, and
- Internal and external **clients**.

**CMI members** bind themselves to this Code and decisions of the CMI Ethics Committee.

**1. Ethical Practices & Behaviors.** **CMI members** will not act in ways that even suggest impropriety. CMI does not attempt to provide a detailed, all-encompassing definition for impropriety. However, a CMI member would not take any action that he or she would not be comfortable seeing described on the front page of the *Wall Street Journal*.

**2. Client, Employee & Employer Confidentiality.** **CMI members** respect everyone's confidentiality. Members maintain career-based competencies, honesty, and service. Members will not release personal or proprietary information without the consent of its owner or owners.

**3. Information Dissemination.** **CMI members** pledge to provide the best information possible to clients, employees, associates, colleagues, employers and the general public.

**4. Contractual Obligations.** **CMI members** honor copyrights, trademarks, service marks, and other legally binding agreements.

**5. Public Outreach.** **CMI members** educate the public by writing and speaking wherever and whenever they can to help others achieve rewarding careers, teams of dedicated employees, or both.

**6. Client, Employee & Employer Service.** **CMI members** strive to give every client, employee and/or employer the best possible service, treat each with respect, and refer those whose needs exceed the member's professional competency to other qualified professionals.

**7. Pro-Bono.** **CMI members** provide pro-bono services to deserving clients as part of their professional activities.

**8. Continuing Professional Development.** **CMI members** continue their professional development so they can offer informed guidance to clients, employees and/or employers reflecting the latest developments in the careers field.

# **NATIONAL RESUME WRITERS' ASSOCIATION CODE OF ETHICS**

## **NWRA Members Agree to:**

1. Accurately and fairly advertise products, services, and business qualifications according to commonly recognized and accepted business practices and local, state and federal laws.
2. Comply with all legal obligations and licensing laws in providing professional services.
3. Remain sensitive to individual client needs and be compassionate in providing advice, products, and services to meet clients' specific objectives.
4. Provide or recommend materials and services that will enhance our clients' abilities to achieve goals without regard to race, gender, or religion.
5. Deliver to our clients what was promised and be truthful in guiding, advising, and counseling clients at all times.
6. Remain up-to-date on the latest résumé and employment trends, as well as current market and hiring trends that will affect our clientele.
7. Guarantee complete client confidentiality at all times. In doing so, only information relevant to the job search and the normal conduct of business will be solicited from client. This information will not be shared, in part, or in whole, with anyone outside our organizations, without expressed and signed consent of the client.