

My New Job

Information Kit



**Resume Preparation &
Interviewing Techniques**

for a **Resumé** with impact!

Resumés are just like people – dull and boring or bright and exciting. Your written application is all a selector has to go on so, *make it count*

Writing a Resumé is a highly developed craft and we have the expertise to . . .

- Express your achievements in the most compelling way
- Include only pertinent information and exclude irrelevant data
- Align your Resumé with employer expectations and preferences
- Position you as a valuable asset
- Present your career and history in the best possible light
- Ensure your Resumé is worth reading and
- Create a Resumé that is visually appealing
- Maximise the value of your limited experience

Because we believe in substance over form, we don't use gimmicks or presentation tricks.

Now is the time to take ACTION toward your career success.

We give careful thought to the style, approach, tone, language, clarity, detail, information selection, design and formatting that comes from 25+ years of experience and on-going refinement.

Our Resumés . . .

- Talk in the employer's language and address their fears and concerns
- Reduce the risk by offering more proof
- Are written from the employer's prospective
- Use targeted key words and phrases
- Add more value by focusing on skills rather than work history

Our SERVICE is much more than a formatting service we let others do that . . .

Sending anything less than an outstanding document into the marketplace is worse than sending nothing!!

Resume Format?

How does it work?

We need a scheduled time (minimum one hour) to discuss your job search and application, and we can best help you achieve your objective – getting the interview!

I discover everything I need to know through a comprehensive and strategic information gathering process. This can be achieved off-site or through a personal interview.

I then produce a draft document, and together we discuss your Resumé and work on it together, until we are both happy with it.

Distance is no problem, I work with people from all over the state. Taking advantage of technology to optimize convenience and minimize turn-around times. Initially, a questionnaire may be emailed to you to complete and return to me. Then we talk by telephone to gather information that has not been included.

Your new Resumé comes to you in a presentation folder, on special paper. You are provided with several copies you can use straight away and a backup service so that you can update your Resumé without any fuss.

We provide a backup service so that you can update your resume anytime without fuss.

Now is the time to take action toward a life on your terms.

Interviewing Techniques

How to motivate, manage and market yourself

Interview coaching will help you identify where you really need to focus, and to mentally prepare yourself. You will develop an understanding of what employers look for in an application and how to prepare successful documents.

The interviewing techniques workshop and coaching has been designed to help you develop techniques and strategies to assist you to identify where you are now, where you want to go and how you will get there - invaluable techniques and approaches to give you a powerful edge in a competitive market.

This coaching provides an interviewing strategy training that goes beyond the traditional methods of a basic interview. The proprietary tools introduced, identify behaviours and specific skill levels which are becoming increasingly popular for getting across to the interview panel, how you will actually perform when employed.

Outline of Topics

The crystal ball

We will take a quick look at the history of the interviewing process, the traditional and the human rights aspects. We will effectively research potential career opportunities, identify the rules of online success and how to get noticed, and gain a basic understanding of the type of assessments you may have to undertake.

Essential documentation

We will look at performing a job analysis, writing a Resumé, application letter, analysing the position description and other important documentation. Participants will also have the opportunity to develop their own examples.

Interviewing skill set

We will discuss some of the common mistakes recruiters make and how to exploit them. Participants will get an understanding of what things can go wrong, do go wrong, how to prevent things going wrong. We will also discuss some things you should do before, during and after the interview.

The art and science of interviewing

We will look at what behavioural interviewing is and how it differs from traditional interviewing. Participants will also have the opportunity to practice some sample behavioural questions. We will explore some of the other types of questions and how to use them. We will also look at key listening skills. Learn the psychological and technical skills required to give your best performance, Interview structures and purposes, Questioning styles and types and, Answering questions with impact.

Skill application

Putting it all together in a structured 45 min interview. We will spend some time developing an interview technique through role-playing the interview using all the skills you have learned.

Coach Your Life to Success

Coaching is a professional relationship that helps people produce extraordinary results in their lives, careers and businesses.

Working with a Career Coach helps you focus on ways to improve elements of your life that are most important to you. *It's about . . .*

- Gaining mastery over self destructive habits
- Changing something, getting better at something
- Gaining a new sense of control over matters
- Dealing with situations and the people in your life
- Deepening your learning, improving your performance
- Enhancing the quality of your life
- Managing your weight and your health

Coachingplus helps to challenge you to break through your fears, and apply proven strategies that are designed to empower you to make the decision that will forever change the quality of your life – *your health, your finance, your career, your business, your time.*

Coachingplus offers 3 types of coaching

Coaching towards success in work and life:

- **Life Coaching**
Personal and small business
- **Career Coaching**
Executive and leadership
- **Health Promotion Coaching**
Individual and group

Clients typically emerge from the coaching relationship with a clear sense of their path forward, newly-learned (or re-learned) skills to manage their projects and relationships.

Getting Started

I typically begin a working relationship with an initial process that is part orientation and part self-discovery work for my clients. Mostly, it is a brief interview or a page or two of basic questions, all handled in the initial coaching session. Other times it may be several sessions, assessments of various kinds, and interviews with the client's co-workers, direct reports if required.

This foundation-setting, familiarizes you with the coaching process, provides an opportunity to design the alliance, and begins the work of clarifying your issues and goals. *Little by little, we start the flow.*



Coaching & Consulting Fees

Interviewing Techniques

Four, one hour coaching sessions \$395 (plus GST) including the following bonuses:

1. A Reference booklet
2. Email and lazer (brief) communication for ongoing support and review
3. A Resumé compiled for only \$98 (usually\$155-\$180 RRP)

Resumé Preparation

We provide professional, crisp, clean and elegant presentations that make it easy for the reader to quickly assess the value you could add to their organisation.

Select from several ranges

First Resumé *short work history/student* \$ 98

Professional Resumé *trade/white collar* \$155

Executive Profile *managers/professionals* \$180

Selection criterions composed \$ 40 hr

Application letters prepared \$ 40

Phone consultations, email communication and long distance service available.

GST included

Ancillary Services

CD Disk, Presentation Folder, Photocopying, Binding, postage and handling.

Payment Options

Payment may be made by: Bank transfer, direct debit, credit card (on-line) or cheque.

Bank Transfer

Acc Name:	Coachingplus
BSB:	803-073
Acc No:	100 005 961
Reference:	Your name

Direct-Debit Payments

Request an application form to pay by installments. (coaching only)

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