

Job Seeker Overhaul

Have a clear direction and ready to get your action plan underway? This package can be tailored depending on your needs, and includes one 1.5 hour face to face session with a Career Development Consultant to cover any two of any of the following topics nominated by you:

- Resume review and overhaul - ensure that your key job seeking tool is on trend and presenting you in the best light to employers. Resume is updated in your consultation, and provided to you on a USB for unlimited use.
- Cover letter development - a template for your initial written introduction to any employer. A general cover letter template for canvassing is provided along with a template for specific cover letters to help you address all criteria on advertised positions. Documents are provided to you on a USB for unlimited use.
- Interview preparation - practice your skills and gain feedback aimed at helping you to improve your presence at interviews. Take away resources are provided, including commonly asked questions and proven hints and tips.
- Getting the most out of your job seeking - make sure you are using all job seeking strategies available to you and learn the best ways to target employment in your industry. Discuss hints and tips with internet job seeking, and learn how to make the most of community job seeking resources.
- Presenting for the job you want – ensure you are making the right impression immediately with not only your clothes but your body language. Hints and tips on how to appear confident when you may feel like jelly, and how to present well in the tough job seeking market.

To book your session or find out more about the Job Seeker Overhaul, call Lauren on 0418 391 109 or email lauren@headstrongwomen.com.au