

Career Level

RESUME SERVICES - CAREER LEVEL

Supervisors, Sales Persons, Specialists, Office Assistants, Newly Graduated, Homemakers-in-Transition, Volunteers - all that are aimed toward career improvement.

RESUME WRITING

A powerful resume that promotes your existing qualifications AND the promise of what you can offer to an employer. A trained Career Consultant knows how to bring out those hidden talents and qualifications that might otherwise have been missed. Remember, employers are as interested in getting good employees as you are in getting a good career opportunity; they need to be shown how and why they should select you as part of their team.

- Work directly with an experienced Career Consultant that can assist in determining resume strategies that put your resume on top of the prospective employer's YES interview list.
- A resume format that gets the attention of the employers yet also is key-worded to be included on resume databases.
- A turn-around time determined that is mutually agreed upon that meets both your job search objectives and CareerPro360's scheduling.

THE COVER LETTER

The "get-acquainted" vehicle that allows the job seeker and prospective employer to connect in a professional yet friendly manner and allows the prospective employer to envision how the job seeker might assist the company in meeting its organizational objectives.

INTERVIEW

A one-on-one opportunity to determine career strategies: job objectives, qualifications and accomplishments beneficial to a company, interview and job search tips, and related topics in order to assist in the creation of a Resume and/or Career Package (that might include the civilian and federal resumes, cover letter, follow-up letter, references, salary history/requirements, personalized stationery, networking cards, resume distribution, and related). Standard Packages or Customized Packages available.)

Interview Request

