

Entry Level

RESUME SERVICES - ENTRY LEVEL

Intern experience, homemakers entering the workforce, workers changing careers into a field significantly different, workers re-entering the workforce after long absences, volunteers – are some of the people that are usually in greater need of professional assistance in writing their job search materials. An entry level job candidate is marketing their potential as much as their past employment and education.

RESUME WRITING

A powerful resume is more important than ever for the entry level employee. It's not just your qualifications but 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 just need to be shown how and why YOU should be selected you as part of their team.

How Can CareerPro360 Help You With Your Career Development:

- Connect you directly with an experienced Career Consultant who can assist in determining resume strategies that put your resume on top of the prospective employers' YES interview list.
- Select a key-worded resume and format that gets the attention of the employers AND the database filtering systems that pull your resume to the top of the referral pile.
- Determine a turn-around time that is mutually agreed upon that meets both your job search objectives and CareerPro360's scheduling. Turnaround time averages between 5 to 7 days. Rush jobs are possible and are scheduled and priced according to situation.

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