

Résumés

A high quality, professionally written and designed résumé from Career Support Professionals will **market your strengths, achievements and personal qualities** to prospective employers and help secure you an interview. We don't use standard templates...we will develop a tailored document for you, that will best present your experience and meet the needs of its readers.

To gather the information needed we speak to you directly - preferably face-to-face - to help us **understand your background and achievements**, as well as gathering information about the types of roles you are interested in applying for, so that we can focus your résumé correctly.

We also **match you with a Career Practitioner** with expertise in writing résumés for people with your skills and experience, and who understands your industry. Our packages also include advice on job searching strategies specific to your needs.

Our résumé packages include an electronic copy that you can email to employers in MS Word, plus a cover letter on personalised stationery that you can edit to target each position for which you apply.

Commitment to Quality We regularly seek feedback from recruiters and employers to ensure our documents meet their needs, undertake an ongoing Client Satisfaction Survey, and have all of our documents peer reviewed.

Résumé Packages*

Each Package includes an interview, draft and final résumé, cover letter and job search tools, along with advice on job searching strategies to suit individual client needs.

- **University /TAFE Graduate Package: \$315**
Also includes an interview coaching workbook
- **Standard Package: \$325**
For people with < 5 years experience, as well as Tradespeople, Customer Service, Administration, Nurses, etc
- **Professional Package: \$365**
For people with more than 5 years experience, Middle Management and other Professionals in IT, Marketing, Teaching, Accounting, HR, Project Management, etc.
Linked In Profile prepared for an additional \$75.00
- **Senior Professional Package: \$475**
For people with 10+ years experience across all sectors
Linked In Profile prepared for an additional \$95.00
- **Executive Level Package: \$595**
For executives with 10+ years experience, including GM, MD, CEO, CFO, COO etc
Also includes a Linked In Profile

* Prices include GST & are current as of 15 May 2012 (subject to change without notice)