

OUR RESULTS

"Sounds great...well done...very professional and I feel very confident in using your material. Just what I was looking for...A very satisfied customer!" Peter – Company Director

"When I get into politics I will have to hire you as my PR/Campaign manager..." Clayton – Marketing Manager

"I never got to the interview stage with my old resume so you must be doing them right ...Looks great too and sounds so much better." Rhonda – Admin Assistant

"All I can say is this...AWESOME!" Troy – IT Sales

"Looks fantastic! Can't believe that's me!" Craig – Paramedic

"...thank you for all your help in drawing up my resume...It's great to hand a professional Resume to someone and have it well received and open doors that would possibly not get open." David – Warehouse Assistant

"You are truly worth your weight in gold. You have expressed exactly what I feel I am without overstatement...I KNOW I can now feel confident with my resume which I always felt was holding me back." Nicholas – Snr Project Manager (IT)

"It looks and sounds terrific! You really have managed to meet and exceed a very difficult brief." Andy – Radio Producer

"I just wanted to let you know that I went for an interview today at (Recruitment Company) and received rave reviews about how my resume had been done." Kerry – Admin Assistant

"Hi Michael, Guess what?... I GOT THE JOB! I have you to thank for that. You helped me so much in such short notice. Everything you provided me with was all very valuable." Galit – Teacher's Aide

CONTACT US



Julie Gee

B.A. Grad. Cert. Careers Education & Development
Offers expertise in career development counselling, résumé writing, interview coaching and providing HR support services. Julie is a qualified Careers Counsellor and is a Professional Member of the Career Development Association of Australia.

She also has an in-depth knowledge of addressing selection criteria and the interview process of the public service and community sectors, gained over 9 years working in state government and 2 years with a not-for-profit organisation.



Michael Gee

B. Bus. (Bus. Mgt. & Acct.)
With 15 years experience in senior management in listed companies and as an Executive Director with smaller proprietary firms, Michael has extensive experience in recruitment, HR, and contemporary business operations.

He offers extensive expertise in interview coaching, résumé writing, recruitment selection, creating staff development plans and general HR support services.

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Find us on:



Is your career taking you where you want to go?

**CAREER
SUPPORT
PROFESSIONALS**

Giving your career the boost it needs



CAREER SUPPORT

How can we support you to achieve career satisfaction?

Are you looking for some support to navigate your career? Unsure how to “sell” yourself to employers and recruiters? Need advice on how to access the hidden job market?

Career Support Professionals provide a range of services that assist people to achieve satisfaction in their career. We have helped hundreds of individuals to pursue new opportunities, move into new jobs, change careers, and re-enter the workforce.

Who do we support?

We have proven success working with clients from all walks of life, of all ages, across all industries and occupations:

- School Leavers, University/TAFE Graduates
- Tradespeople
- Customer Service, Retail & Hospitality Staff
- Office Administration Staff
- Teachers
- Government & Community Sector Employees
- Professionals across all industries – IT, Marketing, Sales, Accounting, Media, Engineering, Finance, Law, Real Estate, Design, Health
- Senior Executives
- Career Changers – from all occupational backgrounds

SERVICES

What services do we offer?

Career Support Professionals offer a range of individual services or can tailor a package combining a number of services to meet your needs:

- Career Development Counselling
- Personal Profiling
- Résumé Writing
- Interview Coaching
- Preparing applications for government positions (including writing Selection Criteria)
- Job Search Techniques
- Networking Skills

How do we deliver our services?

Career Support Professionals assist clients in a number of ways, with an emphasis on face-to-face contact wherever possible:

- One-on-one coaching sessions
- Small group workshops
- Seminars



COMMITMENT TO QUALITY

How can you be assured of receiving quality service?

Career Support Professionals strives for excellence in everything we do. We seek feedback from clients on the quality of our work and regularly liaise with other industry professionals. Our commitment to quality includes:

- Conducting ongoing Customer Satisfaction Surveys – received 100% satisfaction ratings for quality of service, value for money & willingness to recommend (as at Feb 2011)
- Regularly seeking feedback from Recruiters and Employers on what they want from candidates
- Utilising Quality Control procedures including a Peer Review of all Documents produced
- Undertaking regular networking with other Career Practitioners
- On-going research on educational course options and the future outlook for industries and occupations
- Continuous Professional Development of all of our Career Practitioners

www.careersupport.com.au



career counselling • personal profiling • résumé writing • interview coaching • writing responses to selection criteria • job search strategies