



## RESUME, LINKEDIN, AND COVER LETTER



### WHAT YOU RECEIVE:

This is a 2-session, 2.5-hour online session with your CareerCOACH™ focused on creating your best resume, updating your LinkedIn profile, and creating a Cover Letter that's more likely to be read. ***You will be interviewing with us on every line of your resume as it develops.*** The finished product will be an MS Word resume and cover letter documents that reflect your talents, accomplishments, core competencies, technical skills, successes, job history, passions, and values. Once you're finished, you're ready to start using your new tools or move forward into our ***Influence Networking™*** guided job-seeking program.

### WHAT WE SOLVE:

**We create resumes that will be read, both by humans and by scanning computers.** With over 9,550 individuals helped under our belt, only about 1 in 500 resumes come to us in good shape. Templates, poor ATS (Applicant Tracking System) structure, disorganized competencies, missing key information, lack of flow to be read, too long, too short, and a host of other issues. We work face-to-face with you using web meeting software to make each line accurate and compelling. *No passing drafts back and forth in email for weeks. When you're done – you're ready to go.*

**Your LinkedIn will match your resume, will be current, filled out with all the hidden switches and elements enabled.** Too often we find LinkedIn underutilized, and outdated. Photos aren't current, recruiters aren't notified, contacts are not expanded enough, people aren't using the features that get you seen by your connections, and recruiters searching for candidates.

**Cover Letters should be easy to construct in less than 10 minutes.** We create a direct cover letter, to the point, and capture much of who you are to enhance your submission when these are required. Most recruiters and HR departments tell us that cover letters are thrown away. To that end, we have a great process that works, and if it's tossed (because it likely will) you'll have saved a couple of hours of creative writing for each submission that asks for one.

### YOUR PACE:

1. **Resume Meeting** – 90 minutes with referral to you to review over 24-48 hours for small tweaks or missing information
2. **LinkedIn / Cover Letter Meeting** – 60 minutes, making any small corrections and loading your resume into LinkedIn. Using components of your resume we create a 10-minute cover letter.

**And you're ready to use your documents to pursue a new job.** We guarantee our work; if your document corrupts, or you find something that isn't right, just come back and we'll get you back in the game.



***Working with a Certified CareerCOACH™, you're guaranteed to bypass all the unusable templates, and false information to receive a very readable resume for any recruiter, or HR Professional***