

## **Resumes, Cover Letters and Interview Skills Package**

Sometimes the only thing stopping a potential employee from getting that job they desire is a good resume and some polished interview skills.

At Partners in Employment we are offering a 10-hour package that will cover all areas of proper presentation. Our Employment Facilitator will work one-on-one with your client to make sure that the all-important first impression is the right impression.

**The impact of professionally completed resumes and cover letters is immeasurable. Our Employment Facilitators will be:**

- Assisting your client in developing a job search portfolio.
- Working with your client to develop a professional resume that will include transferable skills.
- Developing targeted cover letters.

**Partners in Employment will have prepared them thoroughly to get through an interview, smoothly and with confidence, by:**

- Practicing interview questions.
- Sharing information about appropriate apparel. Addressing any other personal presentation issues.
- Videotaping a mock interview for the purpose of critiquing the outcome.

**The expected outcomes for your client are:**

- Possessing a polished and professional resume, showcasing their abilities and experience, making your client stand out amongst the competition.
- Increasing the likelihood of advancing to a face-to-face interview.
- Raising your client's confidence, enabling them to demonstrate their capabilities in a clear and concise manner.
- Enabling them to correct any interview behaviors that may impede their chances of landing the job.

**The cost of the Resume, Cover Letter and Interview Package is only \$750.00**