

Resume #2 - "I need to update my resume"

If the client has a resume that is out-dated, or is failing to attract interviews and interest and they desire a career change or re-entry the job market after an absence, the coaching consultation would include the following:

- Interviewing the client to expand the resume and highlight the desired career change or manage the gaps.
- Re-formatting and refreshing the resume content creating an up-to-date, two-page professional resume designed for personal delivery, e-mailing and posting on websites.
- Coaching the client toward use and preparation of personal references.
- Electronic version of the resume provided via e-mail.