



Silver Plan Service Schedule

The Silver Plan offers an excellent investment for those who need a professional resume and cover letter that will allow them to pursue a career in their current field or a recent college graduate on a budget that needs to get into the job market the right way. **Service duration is 90 days.**

1. Career Assessment

The goal of the career assessment meeting is to learn about the client's job history, their current situation, their immediate career goals, and their long-term career goals. A review of the resume and cover letter will be part of the assessment. **Approximately one-hour in duration.**

2. Plan of Action

The goal of the Plan of Action meeting is to review all materials and discussion points of the first meeting and reach consensus on the strategy and course the client will take to meet their career goals. The Plan of Action will include an outline on how the client will approach the search. **Approximately one-hour in duration.**

3. Update Current Resume

The client's current version of their resume is updated into the most appropriate format and solely based on the information acquired from the clients' current resume and the information from the first meeting. The resume is delivered in two formats, one text format to support electronic posting, mailing, and word format to be used as a printed document. **Approximately 30 minutes in duration and can be combined with the cover-letter meeting.**

4. Develop Cover Letters

The client's current cover letter is revised and formatted to present the client's value to potential employers. The letter will be in a template format that will permit the client to customize the letter for specific positions. The cover letter is delivered in two formats, one text format to support electronic posting, mailing, and word format to be used as a printed document. **Approximately 30 minutes in duration and can be combined with the resume meeting.**

5. Interview Preparation

The client will be prepared for a job interview and coached on answering difficult questions. The client will be coached on proper interviewing etiquette, including post interview follow up. **Approximately one-hour in duration.**

6. Research Techniques

The client is coached on how to use the internet as a job search tool, how to perform cursory research on hiring companies, and how to use this information to their advantage. Note: Research techniques are discussed as needed during subsequent sessions to demonstrate the proper use of these tools at the appropriate time. **Approximately one-hour in duration.**

Fee: Upon Request

All fees are predicated on stated service offerings. Additional costs for additional services are billed on a per hour basis and will be assessed only through written notification and client approval before any additional services are performed. Fees are to be paid before services are delivered.