



## Career Coaching Menu of Services



Find the job that is a fit for you. Aristotle said it best:

*"Where your talents and the needs of the world cross; there lies your vocation."*

If you know you just can't make it work at your job, and it is time for a new path, then our career coaching can help you find your next position that is a fit for your natural talents and has you look forward to going to work.

You can select from the following menu of services and our coach will customize your sessions based on your needs and challenges:

- Create Your Customize Job Search Plan – With the right job search plan and accountability, you can avoid feeling desperate to accept any job because the process is taking too long.
- Match Your Personality & Work Style to Your Next Job – Have you ever felt like you don't belong. Make sure that doesn't happen at work. Find the job that is easy and work with people that you get along with.
- Define Your Ideal Work Environment – Finding a company with the right work environment can mean the difference between jumping out of bed excited to go to work, and dreading the alarm clock reminding you that you haven't retired yet. Be clear what is your ideal environment.
- Define Your Ideal Tasks & Position – Finding a job you where you excel and enjoy has nothing to do with the title and everything to do with the tasks. Know what to search for to align positions with your skill-set. If you are transitioning to a new career, know how to demonstrate that your skills are transferable.
- Resume, Cover Letter, & Application – Whether it is a computer or a person spending 5 seconds looking at your resume, you want to end up in the **YES** pile to have a chance at an interview. Know what to say, and how to format and customize your resume, cover letter, and application.
- LinkedIn – About 95% of companies look on LinkedIn to find a candidate or understand more about an applicant. Branding yourself online along with in person is critical for landing a job.
- Interviewing – Be in control of the interview to even the playing field. An interview is for you both to evaluate if the job is right for you, not just the interviewer. Know the do's and don'ts of interviewing. Together we will craft answers to interview questions and create questions to ask that will have them remember you.
- Be the Ideal Candidate Throughout the Job Search Process – Avoid the pitfalls applicants fall into that have their offer go to someone *less* qualified. You will know what to do and what not to do during the job search process that makes the difference between receiving multiple offers and never getting called in.



To schedule a complimentary career or job change consultation and see if career coaching is right for you, select a time here: [www.meetme.so/jenhamilton](http://www.meetme.so/jenhamilton) or contact Jen Hamilton to find out more ([jhamilton@InstituteForMasteringSuccess.com](mailto:jhamilton@InstituteForMasteringSuccess.com) or 619-308-6898 x101).

Career Coaching to find that job you are excited to jump out of bed and get to work.