

# Career Coaching by Valerie

P.O. Box 8109, Manchester, CT

(860) 916-8965

[careercoachingbyvalerie@gmail.com](mailto:careercoachingbyvalerie@gmail.com)

Initial 30-minute consultation

No charge

## Type of Résumé

- |  |  |
|--|--|
| <input type="checkbox"/> Résumé Review with recommendations        | <input type="checkbox"/> Technical/Engineering/IT          |
| <input type="checkbox"/> College student (no work experience)      | <input type="checkbox"/> Sales (over 5 years)              |
| <input type="checkbox"/> Recent College Grad                       | <input type="checkbox"/> Sales and Marketing professionals |
| <input type="checkbox"/> Office/Entry Level (less than 5 years)    | <input type="checkbox"/> Professional (over 5 years exp.)  |
| <input type="checkbox"/> Office/Administrative (more than 5 years) | <input type="checkbox"/> Teacher                           |
| <input type="checkbox"/> Professional (less than 2 years)          | <input type="checkbox"/> Management (Middle Mgmt)          |
| <input type="checkbox"/> Supervisory                               | <input type="checkbox"/> Management (Office/Executive)     |
| <input type="checkbox"/> Career change/functional format           | <input type="checkbox"/> 48 Hour Service (add on)          |

## Other Services

- |  |   |
|--|---|
| <input type="checkbox"/> Posting résumé on the internet (fee per site) | <input type="checkbox"/> Cover Letters                  |
| <input type="checkbox"/> Internet search for positions in your field   | <input type="checkbox"/> Job Search Training (per hour) |
| <input type="checkbox"/> Career Coaching (per hour)                    | <input type="checkbox"/> Interview Training (per hour)  |
| <input type="checkbox"/> Transferable skills exercise                  | <input type="checkbox"/> LinkedIn profile review        |

## Payment

Payment is due at the time of service. There are a limited number of reduced-fee sessions reserved for those persons for whom a career transition or other life circumstances would make it difficult to pay the full fee.

For specific fees, contact Valerie Wilson at: [careercoachingbyvalerie@gmail.com](mailto:careercoachingbyvalerie@gmail.com)