

OFFER & ELEMENTS



GENERAL OFFER

	Description
Documents & Texts	CV Session / Your Perfect CV*
	Project Portfolio / Business Cases / Transaction List (per 3)*
	Translating into other languages (per 1 page)
	Proofreading by professional native speaker / translator (per page)
	Preparation of a "cover e-mail" for your companies (1 language)
	Preparation of a "cover e-mail" for your companies (2 languages)
	Preparation of a "cover e-mail" for your headhunters (HH) (1 language)
	Preparation of a "cover e-mail" for your HH (2 languages)
Online Presence	Preparation of a "cover e-mail" for your PE/VC (1 language)
	Preparation of a "cover e-mail" for your PE/VC (2 languages)
Networking	Preparation of a master motivation letter
	Creation or correction of a profile on e.g. LinkedIn / profile
TOP 30/60/90 companies	Online Presence Session (full report, strategy meeting, 2 profiles)
	Networking session
	Sourcing: proposal of potential companies (low complexity)
PE/VC Headhunters	Sourcing: proposal of potential companies (medium complexity)
	Sourcing: proposal of potential companies (high complexity)
	Research of decision makers of your TOP 30 companies
Online Ads	Research of decision makers of your TOP 60 companies
	Research of decision makers of your TOP 90 companies
Interviews from A to Z	Preparation of a list of TOP 30 PE/VC
	Preparation of a list of TOP 30 HH
Levels of additional support	Monitoring of online job ads / month
	Screening audit
	Interview Simulation & Preparation (3 meetings)
	Interview Simulation & Preparation Intensive (2in1) (1 meeting)
	Preparation for a concrete job interview
	Reference check / reference
	Support (status meetings, by email, Skype)
	1st level Inbox Management (=1 month): emails, online profiles, meetings (30 contacts)
2nd level Inbox Management (=2 months): emails, online profiles, meetings (30 contacts)	
3rd level Inbox Management (=3 months): emails, online profiles, meetings (30 contacts)	
	Briefings as part of IBM (for up to 10 companies before interviews)
	Briefing / company
	Advisory sessions / session
	Career / Interview / Business Language Classes
	CRM tool that supports your job hunting process

Business Cards

For networking events and interviews.
Elegant. Simple. Design & printing.

Independent Job Hunter

DIY with our help in 6 sessions
covering ALL channels & materials

Strategy Session

Results: a CV, 2-3 business cases
& a job hunting direction & strategy

The 5-Step Program

Discover what step to take next.
Most importantly: in what direction

The © Program

Are you copyright material? Let's
make sure you are! Basic to full

You will find a detailed description of the offer elements on the next pages.

* Language / quality based on supplied materials.

CV SESSION / YOUR PERFECT CV

What are your strengths from an employer's point of view? Why should they choose you amongst other candidates? Will they notice your uniqueness after opening your CV? Why should the main decision maker devote 15 minutes of their time to you, although their company does not have an open recruitment process? Your CV is your business card. It is the first impression you will make on the recipient of your CV before they actually meet you. That is why the quality of the CV is so important.

The “CV session” step by step

Step #1: Questions Your Career Angel will ask you to answer some questions. Don't be surprised by questions about your favourite colour & font or by the request to send a different photo. You can answer these questions by e-mail or in the attached .doc file – it is up to you.

Step #2: CV Session Depending on your situation and the quality of your answers, the CV Session may last between 30 to 45 min. At this stage we try to find out what you might have missed or have discarded as “obvious” or “not so important”, that actually should be an integral part of your CV. We will also work on your unique profile summary.

Step #3: CV draft Your Career Angel will need an additional 1-2 days to prepare a draft version of your CV for your approval. If you like the direction of where your CV is heading, your Career Angel will then polish your document to perfection. Sometimes, it is you who still needs to provide more information. Please note that we use LibreOffice to avoid incompatibilities between Linux, Mac & Windows.

Step #4: Final CV We pride ourselves in preparing tailor-made, perfect CVs with “your character”. That means that we will only stop working on your document when you can identify with it at 100%. Once ready, you will receive your new CV from your Career Angel in 4 formats: .odt, .doc, .docx, .pdf, as well as a file called “CareerAngels_Your Application Documents_Colours & Fonts” that contains information concerning your fonts, colours and other formatting solutions used in your CV. That way you will be able to make changes easily.

Attention: we do not (!) use any templates. Every single document is tailor-made and we try to reflect your personality & professional identity. And what if you don't like it? In that case, we will improve the document until you identify with it. So far, *all* our clients have been, are and – we hope – will be very satisfied.

SENIOR OUTSOURCING MANAGER

The Career Angels have helped me realize where I was in my life and realize what opportunities I had to find a job: what I had, what I had already done well, what I had to improve and what I had to concentrate on. The interview simulations were fantastic! After 3 meetings I am confident about my Business English skills. In my opinion, this was very well invested money in my personal development. Next time I need help, I know where to look for it!

GLOBAL PAYROLL MANAGER

Cooperating with the Career Angels has motivated me to start the search, to re-do my CV professionally. They have further shown me in what direction and how to search for job offers. But more importantly, they did not allow me to keep postponing the search for a new job. There are many possible kinds of cooperation, so everybody will find something suitable for themselves. I strongly recommend the Career Angels to people who want to find their career path.

PROJECT PORTFOLIO

If you hold a Top Management position, a two- or three-page CV will not be enough to present yourself fully. Having so little space, it is very difficult to describe your most interesting projects, spectacular successes, achievements or transactions, let alone, to demonstrate your unique attitude or your way of thinking. This is what the Project Portfolio is for, which in the legal market is also known as a Transaction / Deal List.

What does the “Project Portfolio” element look like?

- You decide together with your Career Angel which projects (3-5) should be described by you.
- You provide your Career Angel with the necessary data, which is then adjusted to your CV in terms of linguistics & graphics.
- Your Career Angel stays in touch with you in order to explain / clarify or confirm issues.

Depending on the quality of data provided by you, we prepare such a document within approx. 2-3 working days.

TRANSLATING INTO OTHER LANGUAGES OR PROOFREADING BY PROFESSIONAL NATIVE SPEAKER / TRANSLATOR

If your application files (CV & Project Portfolio) should be prepared in a foreign language, you can let us a) proofread it or b) translate it.

PREPARATION OF A “COVER E-MAIL” FOR YOUR COMPANIES / PE/VC

While sending your CV to the decision maker, you will stumble over some obstacles. Firstly: you want them to open your e-mail. Secondly: once they have read it, you want them to open your CV instead of hitting the “delete” button. Thirdly: you want them to read the whole document after they have read your profile summary. Fourthly: you want to be invited to an interview. The third and the fourth obstacle can be overcome by an exceptionally good CV. The first and the second by a well-written motivation letter... that was some time ago... nowadays the “cover e-mail” has replaced the motivation letter. It needs to be written for the eyes of the reader. It must be specific and interesting enough for the receiver to open the attachment including your CV and Project Portfolio.

PREPARATION OF A “COVER E-MAIL” FOR HEADHUNTERS (HH)

As in the case of “cover e-mails” for companies, we make sure that yours will not disappear in the ocean of messages and CVs of a headhunter's inbox.

PREPARATION OF A MASTER MOTIVATION LETTER

In some exceptional situations it may happen that a cover letter is required: mainly when there are plenty of job advertisements on the Internet and it is actually worthy applying actively this way. The format that we prepare for you will on the one hand be universal, but on the other easily adjustable to a certain job description. The most important thing is to give the impression that the applicant did not send their application as a mail-shot without changing the cover letter. If it is additionally well-written and graphically consistent with other application documents, it is another element that may distinguish you on the market!

CREATION OR CORRECTION OF A PROFILE ON E.G. LINKEDIN

You already know that one of the ways of finding a job is just creating a well-thought, professional profile on above mentioned business social media sites. If you do not want to build it yourself, we will do that for you. Alternatively, we can provide you with detailed, written feedback. If you wish, we can also update your profile once start at your new work place.

ONLINE PRESENCE SESSION

As you probably know, having a perfect LinkedIn profile is just one part of your online presence (also called e-branding) which is in turn only a part of your entire personal & professional branding as an executive. Who should consider this element? Visible managers. If you are not sure: Google yourself. Yahoo yourself. Review the quality and consistency of the data in the links.

Choosing this element, you'll receive a full report on your Online Presence where we assess three categories "visibility", "connectivity", "professionalism". We'll have a strategy meeting to discuss in detail what has to be fixed immediately and how to do that (in case it is not us). We'll also turn two of your profiles into flawless virtual representations of yourself.

NETWORKING SESSION

One way to generate job offers is to *skilfully* take advantage of your network. How do you elegantly communicate that you are considering a career move? Who do you tell? Who not? How do you tell them? What information or favours should you ask for? Which not? In person? By email? Over the phone? During the Networking Session, we'll make sure you know the answers to all the above questions and leave with sample emails, clear instructions and a complete strategy that is in line with who you are.

SOURCING: PROPOSAL OF POTENTIAL COMPANIES

You do not know what companies to apply to? We can help you with suggestions. Based on an analysis of your situation and on your expectations towards employers, after approx. 1 week we will tell you what 30 / 60 / 90 companies you should send your well-prepared CV to. How much time will it exactly take us? That depends on your industry and the level of "sophistication" of your expectations – nonetheless, the maximum amount of hours we will spend on this element is set beforehand!

RESEARCH OF DECISION MAKERS OF YOUR TOP 30 / 60 / 90 COMPANIES

Research, as we understand it, means finding the contact data of the decision makers, you would like work for. We will provide you with a table that will include direct e-mail addresses and – if they exist – online profiles. Based on our experience we know that this activity will take us 10 working hours, which is usually approx. 10 hours less than it would probably take you. It is definitely the most time-consuming, as well as crucial task. If you are on a tight budget with spare time, do it yourself. Ask your Career Angel for guidelines on how to become an "Internet detective".

PREPARATION OF A LIST OF TOP 30 PE/VC

In the lines with our philosophy, we recommend to go straight to the source to access the hidden job market. When approaching companies, you get in touch with decision makers directly. Sometimes, however, they sit with the main share/stakeholders – Private Equity or Venture Capital funds. If it applies, we recommend to get in touch with the PE/VCS that operate in your industry. Maybe they are looking for experienced managers to run one of their portfolio companies?

PREPARATION OF A LIST OF TOP 30 HH

“Is it enough to have one headhunter as a friend? In how many databases should my CV be? How do HR companies work? Who are the right contact persons for my industry? Why do they not call me? I'm a good candidate, am I not?!” Headhunters work for their corporate clients, not for you. At the end of the day, it's them who pay their bills. So, how do we put headhunters to work for you? We don't. The recruitment market is driven by companies as that is where the money lies. We will prepare a list of 30 headhunters with relevant (industry) expertise as they have access to insider information. A handful might act upon an excellent CV.

MONITORING OF ONLINE JOB ADS

Applying to hundreds of job ads is one of the least effective job hunting methods, but one that must not be left out. Our dear friend Vilfredo Pareto knew that 20% of efforts generate 80% of results. For us, 80% is not enough. As we want to ensure you receive the BEST available job offer, we will not exclude online ads, though we will spend the least time on it. If you do not have time or simply do not want to monitor the Internet yourself, we can do it for you!

HEAD OF FINANCIAL INSTITUTIONS TEAM

I attended an interview in Frankfurt last week. I was invited, because my CV was the most interesting one! The interviewer told me she had put my CV on the very top because she really wanted to get to know to me despite my poor German. Fluent German skills were mandatory for that position. I do not know how it will work out, but I now see how important and powerful the CV is.

FREELANCER

I read Job Hunting Director right after I read on LinkedIn.com that you had published it. I was downed on my knees! I don't know how to express how grateful I am that you share this valuable knowledge in such a “user-friendly” form, on top of that for free! Concrete recommendations supported by examples straight from the “battle field”, interviews with decision makers, evaluating different methods of targeting very good firms. The book is concrete and well-edited. Your publication made me understand so many elements of a recruitment process; vide: why several times I did not get a job that I should have gotten without any effort!

SCREENING AUDIT

We'll prepare a report on how you do when “strangers” contact you with potential job offers and invitations to interviews. Do you have “funny” music on your phone? How do you answer screening questions? Are you convincing enough to get invited to a “real” interview?

INTERVIEW SIMULATION & PREPARATION

Whether you are a General Manager who regularly attends business meetings or a Sales Director who handles important negotiations, based on our experience we know that during the first interview simulation you will score on average 2-3 points on a scale 10. During the second interview you will most probably get 5-6 and during the last one 8-9. Why? There are different reasons:

- you may be used to interviewing, not being interviewed
- you may have got out of practice
- you may feel uneasy answering so basic and even “stupid” questions at this stage of your life
- and maybe you do not like “selling yourself”.

There might be plenty of reasons, but the most important thing is the final effect: to feel comfortable, appropriately answer the questions and be yourself... and, obviously, receive a job offer!

PREPARATION FOR A CONCRETE JOB INTERVIEW

Is there an interview in a specific company ahead of you? Or maybe is it the second interview with a “more important person” in the organization? It is vital to practice not only some general skills but to also prepare yourself for that concrete company, that concrete job and that concrete person who is interviewing you. We can help you:

- thoroughly understand the company's requirements, including “hard” and “soft” skills
- prepare for probable questions.

Additionally, using “our own sources”, we will try to find out, what is important for a given company or even for a given person and what they pay special attention to. We also check if your knowledge about your potential employer is good enough for you to shine.

REFERENCE CHECK

A well intended quoted referee can backfire if you think you knew what they were going to say. Pretending to be a potential employer, we check your references. Without disclosing details we will be able to decide whether or not you should quote them.

SUPPORT

“What if I receive a counter offer from my employer? How shall I tell my co-workers? Is that really a good moment? My wife wants me to stay where I am. Shall I ask for a travel expenses refund? Company X has not contacted me yet... should I call, e-mail them, or wait a bit more?”, such questions pop up very often during status meetings.

Changing your job is never simply adding a new company onto your CV, especially if you have worked for your employer for a long time. We are here to answer all your questions, dissolve your doubts and turn your fears into self-confidence. We hold your hand. We remind you of why you wanted to change your job in the first place. We are what you need when you need it. [If a meeting lasts longer than 30 minutes, we automatically proportionally shorten the time of the remaining meetings.]

FINANCE MANAGER

Admittedly, I have found the job thanks to my personal contacts, but I think the cooperation with the Career Angels had a great influence on the final success. I doubt I would beat my competition preparing only all by myself. One of my friends is looking for a job and I recommended you without a blink. Thank you for your help and I wish you many further successes.

PROGRAM DIRECTOR

Cooperating with the Career Angels is above all a huge encouragement to act. When we have been looking for a job for some time, stagnation and not believing in your own success can be very depressing. The job hunting support is priceless. The “CV lifting” is also an important aspect. The Career Angels have the ability to objectively look at a job seeker and bring into light, or in this case, onto CV pages, their most important competences. This really raises the job seekers' self-esteem and makes them more self-confident. The Career Angels indicate the person's strengths which in return helps them realize their job market value. They approach each client individually as everybody is different and requires a different approach: because of their character, mood or industry. The Career Angels effectively differentiate their approach towards their clients.

BRAND DIRECTOR

WOW! This was my first reaction to my new CV. I did not expected something like that!

CEO

I thought my previous CV was already good, but this is... fantastic! I did not know it could look that much better!

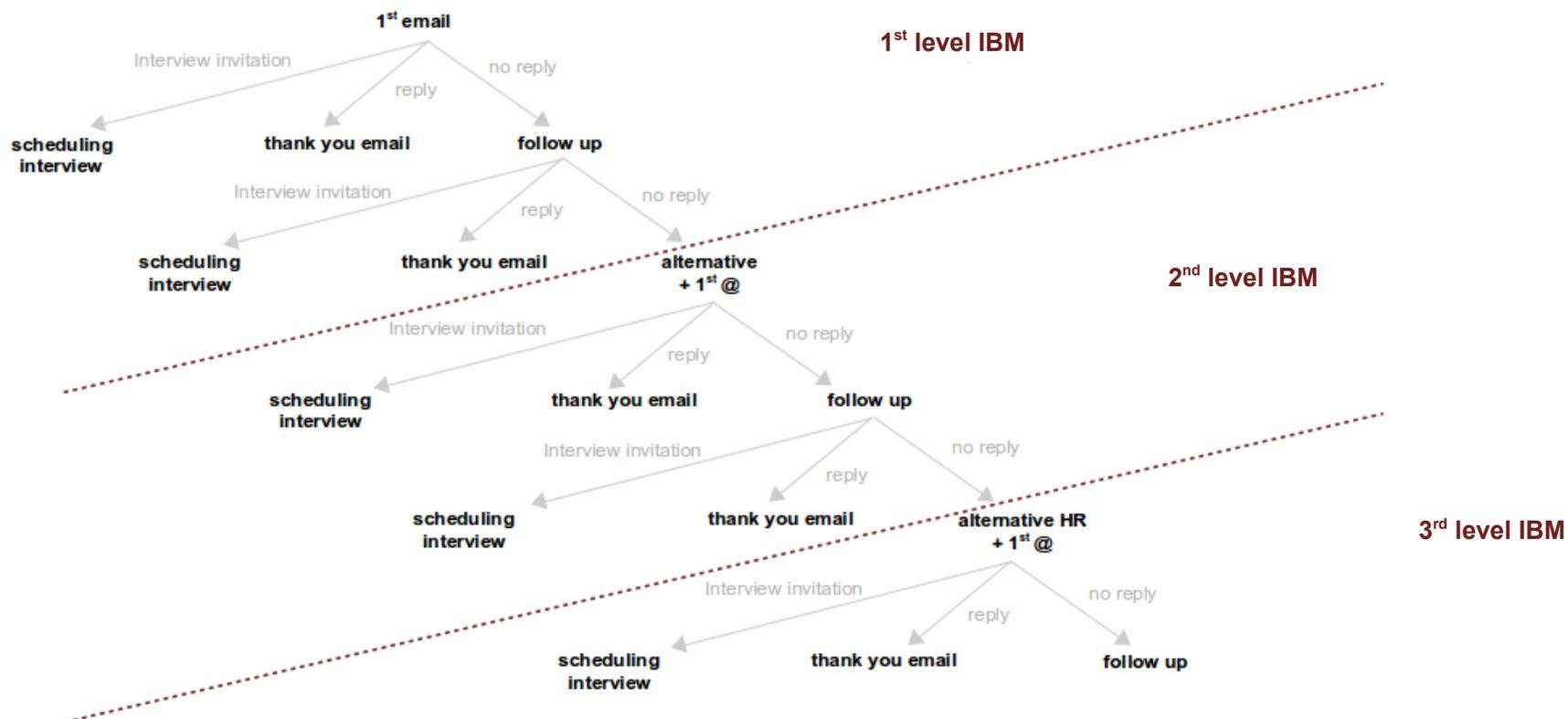
COUNTRY FINANCE HEAD

What did I gain from cooperating with you? In a nutshell: an effective way to find a job consistent with my career development path. I found a new job really quickly, although there were not many similar offers available on the market. All that thanks to the Career Angels' approach, strategy and proactive support. Additionally, thanks to you, I managed to de-pigeonhole myself as a candidate: although I did not fulfill a branch-related mandatory requirement from the job ad, I was able to present myself in front of a potential employer and participate in the whole recruitment process. While executing the Career Angels' strategy, I had the feeling that I was in full control of my career.

INBOX MANAGEMENT: EMAILS, ONLINE PROFILES, MEETINGS

If you do not want to clean your house because you are busy and over-worked and because instead of cleaning the toilet, you would prefer to spend the day with your family & kids, you hire a cleaning lady. If you want to get rid of all of the hassle of job hunting, you outsource it to somebody who is faster & who knows the market. Us. Well, *almost* all: you have to go to job interviews yourself.

The most convenient version is to outsource everything, every single detail, to us. We impersonate you. We email for you. We create your online presence. We apply for you. We are your eyes & ears. Based on our statistics we know that in 95% cases we do it better than you. Why? As it is our job, so nothing will “come up” (like eg. a sick child, an urgent business trip) and we write back and react straight-away. Moreover, we have discovered, that our clients very often do not send their applications everywhere or send them irregularly because they are petrified by the possibility of negative feedback. As we are not in your shoes, we do not feel these emotions, ergo, they do not withhold us from acting.



BRIEFINGS

Before any interview, you should be fully prepared: what is the company's structure? How many employees does it have? What is their mission? What is their field of activity? What are their successes? Who is the person I am going to meet with? How experienced is this person? How long has s/he been working there? If you know the answers to the above-mentioned questions, a) it will be easier for you to skillfully navigate questions and b) you will positively stand out among other candidates. You can find this information on the Internet on your own or we can find them for you! [We can do up to 10 briefings].

ADVISORY SESSIONS

Last, but not least: coaching sessions. If you need medical treatment, you go to a doctor. If you have a childhood trauma, you go to a psychologist. If you need help finding your job, you turn to a Career Angel. And if you are not quite sure which direction to further develop your career or if you need to look at yourself objectively, you turn to a coach.

Career Angels, who are coaches as well, cooperate with clients to answer such questions as:

- “I usually know what I want from my life and how to develop further. For the first time in my life I sit in front of “a blank page”. What shall I do next?”
- “On the one hand I know that I have all the experience and competences required... but still I am afraid of the next step... am I ready?”
- “I am not sure if this offer is suitable for me... should I choose a higher position or change my field and hold to the same position?”
- “I want to get promoted. How can I learn to manage stress and, most importantly, my emotions?”.

Usually after five sessions you are able to find the answer to your most niggling question.

CAREER / INTERVIEW / BUSINESS LANGUAGE CLASSES

Interviewing, job hunting, communicating with decision makers of potential employers, emailing with Executive Search Consultants in a language that is not your own might turn out to be tricky. Sometimes it's a matter of brushing up rusty language skills. On other occasions it's discovering a completely new pool of words and expressions. Career / Interview / Business lingo is different from the every day use of a foreign language – even when spoken at work. If you are not sure whether your language skills will help you or slow you down, talk to your Career Angel.

Currently, we are able to support you in English, German, Spanish (both for Spain & Latin America), Polish, Russian, and Ukrainian.

CRM TOOL THAT SUPPORTS YOUR JOB HUNTING PROCESS

Keeping track of online applications, your correspondence with both headhunters, decision makers and HR Directors can become overwhelming. You will be emailing with probably 40-50 people at the same time. No mistakes allowed! Leaving it all up to your mailbox and good memory might not be the best option. We've adapted a GoogleDrive sheet to the needs of a job hunter. So far, all of our clients have found it (extremely) useful: it's intuitive, helps monitoring response rates, follow-up times and it's flexible. The most important thing: you become the owner of that tool from Day 1.