

# CAREER ANGELS

Status: 2020



## BRIEFLY ABOUT CAREER ANGELS

Career Angels is an international career consulting boutique that provides tailor-made services to Top Managers & Directors since 2010. We assist in:

- From **preparing a winning CV** to researching the market.
- From recommending the best headhunters to **acing interviews**.
- **From securing meetings with employers to career coaching**.

We are active or former **Executive Search Consultants** with each a minimum of **10 years of international experience**, mainly in recruitment, as well as in HR Departments. Almost all of us have completed additional HR-related post-graduate studies and/or have relevant Career & Business coaching certificates with the necessary practice. Our individual track records are backed by branch specific expertise & experience.

You will find our team profiles here: [Blog.Careerangels.eu/meet-our-team](http://Blog.Careerangels.eu/meet-our-team)

**Executive client portfolio: 59% of our clients are members of a management board (locally or internationally) or report to one.** 35% are experienced managers with at least 10 years of experience. From a variety of functions and industries: banking & finance, construction, media, IT / Telco, FMCG, production / industry, legal, leisure, consulting, pharma, energy etc.

**Results:** in 2019 **85.5% have found not just any job**, but one that they are very satisfied with. 11% decided consciously to stay where they were; usually despite other job offers. [We are aware that this is not an option with outplacements.] **3.5% started their own company as a direct result of the whole process.** The majority converted a potential employer into their first client.

For the first time, **you can outsource your entire job hunting or parts of it.** The only thing you'll have to do yourself: go to interviews.

### FREE CAREER CONSULTATION

During a 30-40-min career consultation via Skype, we'll analyse your current situation and plans, job hunting methods and application documents.

At the end of the conversation you will exactly know how to find a job yourself, as well as if and how much you'd like to delegate to us.

### FREE CV REPORT

Send us your CV and you will receive the Report with valuable tips within 3-5 business days.

The Report assesses your CV based on 8 different criteria, such as: technical elements, punctuation consistency, style and formatting, language accuracy, overall legibility etc.

If you are a manager with at least 10 years of professional experience, contact us on: [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu). You will receive the answer within 3-5 business days.

## A GUIDE ON HOW TO CHOOSE HOW TO WORK WITH US

The type of support that you require will be a result of:

- **The time you can realistically dedicate yourself** to the job search, in other words: how much can (or want) you do on your own?
- **The amount of support you feel comfortable with.** Some feel at ease when outsourcing everything, some cringe at the mere thought of it.
- **The budget you feel OK spending on,** i.e. investing in your career at this particular moment of your life.
- **The clarity of the career / job search goal** that you have.

You can communicate all four elements to us, and we'll try to find the best solution that fits your situation and your pocket. We won't allow you to spend money on something that you don't need (yet).

Here is an overview of the options by level of clarity:

Level of clarity	Type of Support	Short description
<b>No idea. Lost.</b>	<b>The 5-Step Program</b>	Discover what step to take next. Most importantly: in what direction. Includes online test "Career View" by Decision Dynamics. Duration: 5 sessions across approx. 10 weeks.
<b>I kind of know.</b>	<b>Your Ideal Career Path</b>	For those who want a sounding board. Ideal if you need to decide between 2 very different job offers. Duration: online test + 1 session.
<b>2-3 options.</b>	<b>Strategy Session</b>	Results: a CV, 2-3 Business Cases & a job hunting direction & strategy. Ideal for managers with 15 years of experience. Duration: 1-2 sessions.
<b>I know.</b>		It's now a matter of budget and the level of support you need. Go back to page 4 and select items that you are thinking of. We'll help you put together an appropriate scope and calculate a final offer.
<b>I know.</b>	<b>Independent Job Hunter</b>	DIY, with our help that covers all elements and channels: your job hunting strategy & its execution, application documents, research of headhunters & decision makers, interview preparation, online presence, networking skills etc. Duration: 6 sessions.

Ask your Career Angel for more information on the above mentioned types of support. They'll be glad to send you full descriptions.

## GENERAL OFFER

	Description	hrs
	CV Session / Your Perfect CV*	7.00
	ATS CV (based on CV prepared by us)	2.00
	Adjusting ATS-CV for a job ad (EN only) (per 1 ad)	0.50
	Project Portfolio / Business Cases / Transaction List (per 3)*	3.00
	Translating into other languages (per 1 page)	1.00
Documents & Texts	Proofreading by professional native speaker / translator (per page)	0.50
	Preparation of a "cover e-mail" for your companies (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your companies (2 languages)	1.25
	Preparation of a "cover e-mail" for your headhunters (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your headhunters (2 languages)	1.25
	Preparation of a "cover e-mail" for your PE/VC (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your PE/VC (2 languages)	1.25
	Preparation of a master motivation letter	2.00
Online Presence	Creation or correction of a profile on e.g. LinkedIn / profile	1.00
	Improve LinkedIn profile for active job seekers (only as an extension)	1.00
	Online Presence Session (full report, strategy meeting, 2 profiles)	3.50
Networking	Networking session	3.00
	Sourcing: proposal of potential companies (low complexity)	5.00
	Sourcing: proposal of potential companies (medium complexity)	10.00
	Sourcing: proposal of potential companies (high complexity)	15.00
TOP 30/60/90 companies	Research of decision makers of your TOP 30 companies	15.00
	Research of decision makers of your TOP 60 companies	30.00
	Research of decision makers of your TOP 90 companies	45.00
PE/VC	Preparation of a list of TOP 30 PE/VC	9.75
Consulting firms	Preparation of a list of TOP 30 consulting firms	9.75
Headhunters	Preparation of a list of TOP 30 HH	4.50
Online ads	Monitoring of online job ads / month	4.00
	Screening audit	1.00
Interviews from A to Z	Interview Simulation & Preparation (3 meetings)	6.00
	Interview Simulation & Preparation Intensive (2in1) (1 meeting)	2.50
	Preparation for a concrete job interview	3.00
	Reference check / reference	1.00
	Support (status meetings, by email, Skype)	5.00
	1st level Inbox Management (=1 month): emails, online profiles, meetings (30 contacts)	5.00
	2nd level Inbox Management (=2 months): emails, online profiles, meetings (30 contacts)	8.50
	3rd level Inbox Management (=3 months): emails, online profiles, meetings (30 contacts)	12.00
Levels of additional support	Briefings as part of IBM (for up to 10 companies before interviews)	3.00
	Briefing / company	1.00
	Advisory sessions / session	1.25
	Career / Interview / Business Language Classes	10.00
	CRM tool that supports your job hunting process	

\* Language / quality based on supplied materials.

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

Irrespectively of whether you've decided to work with us "just a bit" or extensively:



**You set the pace.** We always *mutually* agree on deadlines. Ours and yours. When you are behind, we are behind. Assess realistically how much time you can and want to dedicate to the job search. Include a buffer for delays and unexpected events.



**Communication is key.** If there's something unclear, let us know immediately. Be honest and open. Share your feedback in a constructive way. We are your partners. We need to be on the same page.



**Chemistry is important too.** If you feel your Career Angel does not really get you, request a change at [Sandra.Bichl@CareerAngels.eu](mailto:Sandra.Bichl@CareerAngels.eu). If it's Sandra you'd like to change, tell [Anna.Zadrozna@CareerAngels.eu](mailto:Anna.Zadrozna@CareerAngels.eu).



**Carrot or stick.** Your motivation influences the entire process. If you need a carrot or a stick, let us know – otherwise we'll go at your pace. We also know that your actions speak louder than your words. If you insist that you *really* want to find a new job, but it takes you one month to feedback your CV, well...



**Quality is paramount.** However, we can not create something out of thin air. The documents and the content will be as good as what you provide us with. Having said that, we also need to point out that while we work on documents until our clients are 100% satisfied, it's good to know when to stop. Working on the 20<sup>th</sup> version of the final version that was final 2 weeks ago is counter-productive. Ask yourself, "Am I looking for an excuse to not start sending out my application?" Usually the answer is yes.



**We work with you.** Not your family. Not your friends. Allow us to complete certain stages first with you prior to consulting is with your whole neighbourhood. Before obtaining feedback from others, ask us why certain things are a certain way. Most probably they are there for a reason.



**RTFM.** And stick to it. It's all there. No need to re-invent the wheel. We have instructions for everything and everybody. If you can't find something on our website under free materials or our blog, request it. Do not re-invent the wheel. Which brings us to the next point.



**Results & Consequences.** We are aware of the fact that you chose a certain scope partly because of your budget. And that's fine. We understand. BUT doing only part with us, doesn't mean that you are excused from doing the other stuff. Please listen to us when we encourage you to contact headhunters or decision makers or update your profile on LinkedIn or to handle the correspondence effectively. It's in your best interest. You are not allowed to come back and say, "Oh, but that does not work.". Only if you have explored all the channels accordingly and accurately without any result, you are allowed to complain – but *only* then. In line with the motto "informed decisions are the best decisions", we always share our expertise with you. We know from experience and the experience of our clients what works, what doesn't and why. Choosing to not do certain things is OK, but remember, your choices have consequences: longer job hunting period, fewer job offers, etc.



**Ghosting.** It probably doesn't apply to you, but: ghosting has become a rather accepted or at least wide-spread form of non-communication – the art of disappearing without saying good-bye, let alone giving a reason. Please establish with your Career Angel right at the start how you'd like us to behave, should you be the one ghosting us. If you ever have the feeling that one of us has ghosted you (no reply within 5 business days), send a follow-up email (your email might have landed in somebody's SPAM folder) and if that doesn't work, let Sandra or Anna know right away.

## YOUR CHECKLIST – ARE YOU READY?

As you know “**the devil lies in the details**” – we can provide you with perfect documents, thorough research, but if you forget or neglect to do your part, chances of success are smaller. This list is for you to make sure you cover the basics, especially if you do most of the elements yourself.

Element	Comment	Status
Goal	<b>You know exactly what you are looking for.</b> You know your ideal job and the alternatives. You know how much time you give yourself and how motivated you are to reach it and / or wait for the 'right' opportunity. You also know how to assess job offers efficiently. If not, prepare an evaluation matrix!	
CRM	<b>You have access to your own GDrive to manage your job hunting effectively.</b> Use it. If you don't, it will be much more difficult for us to support you in the process. Request tips and guidelines if some things are not clear.	
Schedule	<b>You have deadlines and a proper schedule.</b> That does also include the amount of hours you are willing and able to realistically dedicate to the job hunting process on a weekly basis. If you need help in organizing this, ask us for help. Give it a try under the first tab on your GDrive.	
Contact Details	<p><b>You made sure ALL your contact details are professional &amp; elegant:</b></p> <ul style="list-style-type: none"> <li>• <b>phone:</b> will the caller hear a melody or song of Miley Cyrus while waiting for you to answer the phone?</li> <li>• <b>email address:</b> firstname.lastname@gmail.com or something like that. No numbers!</li> <li>• <b>Skype user name</b></li> <li>• <b>LinkedIn profile link</b> (edit profile → personalize public link)</li> <li>• <b>signature:</b> include your mobile phone number and the personalized LinkedIn link</li> <li>• <b>picture:</b> professional, authentic, natural (it's better not to have one than to have a bad one)</li> </ul>	
Online	<p><b>To put it bluntly: behave!</b> Everything you write on the Internet:</p> <ul style="list-style-type: none"> <li>• can be read by a lot, and we mean, A LOT of people</li> <li>• can't be easily erased, especially if it's on a forum</li> </ul> <p>Job hunting forums or groups for managers are NOT a place to vent your frustrations. Vent at home. Run a marathon. Eat chocolate. Deal with your emotions privately.</p>	

**CV SESSION / YOUR PERFECT CV**

Delivery time: 3-5 business days from receiving all the necessary materials

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.

**ATS CV**

Delivery time: 3-5 business days from receiving all the necessary materials

ATS (Applicant Tracking System) is a software that allows electronic handling of recruitment processes. ATS automatically filters CVs according to specific criteria such as keywords or names of skills. Therefore, it is important that the documents are legible not only for a human but also for “bots” – which is significantly more difficult, as ATS software can find only concrete patterns it was programmed to look for. Our template reduces the risk of your CV being rejected by ATS for technical reasons. Additionally, we will provide you with instructions thanks to whom you will be able to adjust the template to specific job ad on your own – but we can also do it for you (“Adjusting ATS-CV for a job ad” in our general offer – attention: only in English!)

**PROJECT PORTFOLIO / BUSINESS CASES / TRANSACTION LIST**

Delivery time: 3-5 business days from receiving all the necessary materials

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**

Delivery time: 3-4 business days

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**

Delivery time: 3 business days from accepting the final CV

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 YOUR HEADHUNTERS (HH)**

Delivery time: 3 business days from accepting the final CV

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**

Delivery time: 3-5 business days from receiving 7-10 links to selected job ads

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**

Delivery time: 3 business days from accepting the final CV

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.

**IMPROVE LINKEDIN PROFILE FOR ACTIVE JOB SEEKERS (ONLY AS AN EXTENSION)**

Delivery time: 3 business days from accepting the final LinkedIn profile and providing the answers

LinkedIn uses 2 algorithms that are interesting from a job seeker's point of view: 1) it positions candidates who apply to job ads; you have to analyse the job ads with regard to skills (given by the so-called job poster, as well as those who are available for premium users) and 2) shows recruiters which members are active candidates (available for all users at “My dashboard”) – it is important to properly complete this part.

**ONLINE PRESENCE SESSION**

Delivery time: 3-5 business days from the strategy meeting &amp; after acceptance of the final CV

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** Delivery time: 3-5 business days from receiving completed homework

One way to generate job offers is to *skillfully* 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** Delivery time: 7-10 business days from acceptance of company selection criteria

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** Delivery time: 5 business days for every 30 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** Delivery time: 5-7 business days from acceptance of PE/VC selection criteria

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?

**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!

**PREPARATION OF A LIST OF TOP 30 HH**

Delivery time: 5-7 business days from acceptance of HH selection criteria

“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**

Delivery time: once per week

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!

**SCREENING AUDIT**

Delivery time: within the first 2-4 weeks of cooperation

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**

Delivery time: within the first 2-6 weeks of cooperation &amp; after acceptance of the final CV

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**

Delivery time: 3-5 business days from receiving a request

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**

Delivery time: 3-10 business days from receiving contact details

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.

**EXTERNAL COACH AND TRAINER**


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I was simply frightened with the idea of job search after so many years in one organization! I asked one of my friends for help and he recommended Career Angels. I was sceptical, but after 90 minutes I left the meeting convinced that I have enough competencies, knowledge and contacts to find a new job easily. I just started and believe me or not – the first offers came after one week!

**SENIOR MANAGING DIRECTOR**


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Thank you for all the useful points and information given during our sessions. Career Angels seems to be one of the most valuable companies that help executives in their career management and job search.

**COO**


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Cooperating with Career Angels was a really interesting experience: I understood what professional challenges I was looking for. They helped me understand my strengths and which competencies could be crucial for a potential employer. Thanks to a professionally prepared CV, I had the opportunity to meet with key headhunters. I recommend Career Angels to every manager whose career needs energizing and who wants to define their priorities and aspirations.

**PORTFOLIO MANAGER**


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I did as you recommended and I have got a job! I am very happy that I had the possibility of meeting you. Thank you for your support and that you listened to me so carefully. Whenever I can, I always tell everybody about Career Angels. Thank you!

**SUPPORT** Delivery time: ongoing; frequency and means of communication to be agreed at the beginning of cooperation

“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

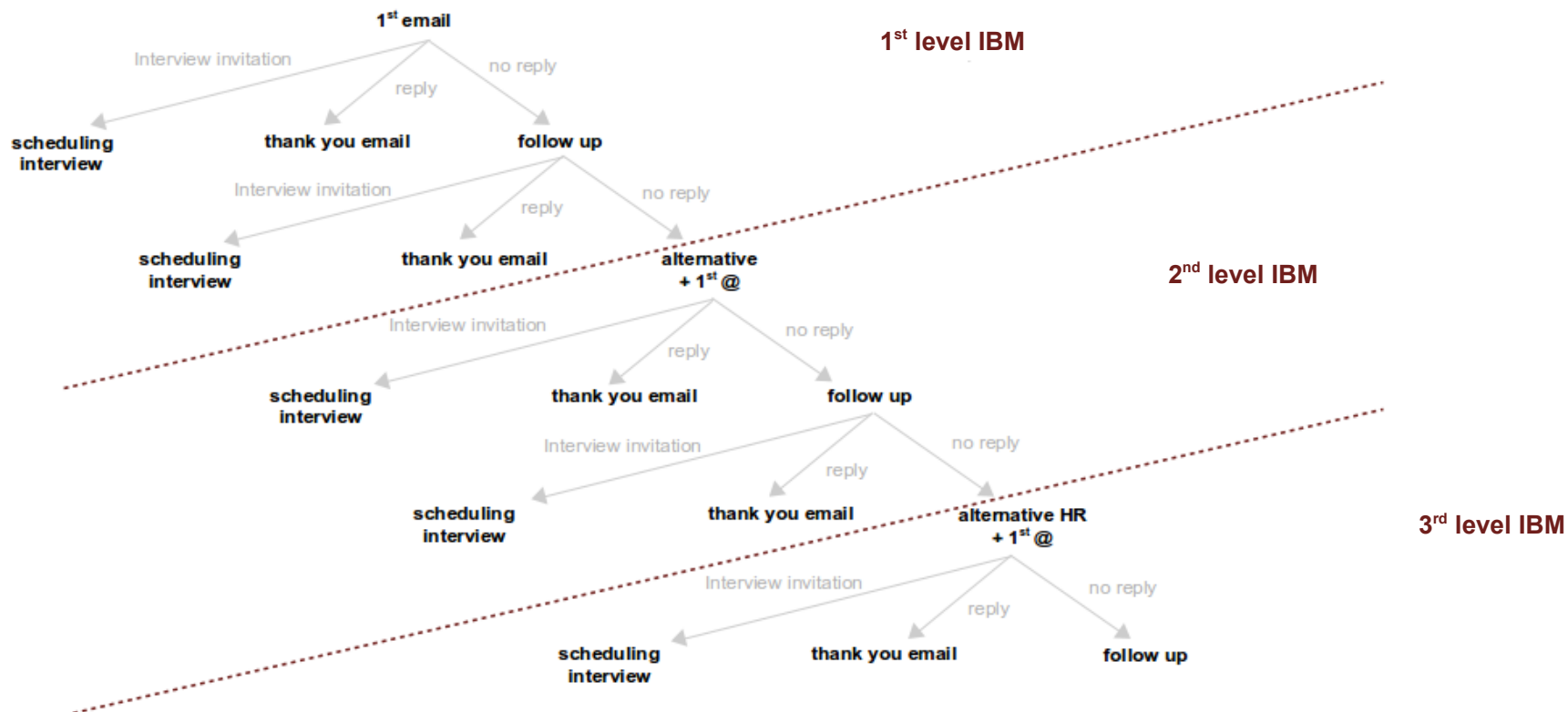
What did I gain from cooperating with you? In a nutshell: an effective way to find a job consistent with my career development path. I found a new job really quickly, although there were not many similar offers available on the market. All that thanks to the Career Angels' approach, strategy and proactive 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**

Delivery time: after acceptance of all necessary content & materials; in monthly cycles

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** Delivery time: 3-5 business days from receiving all the necessary information regarding the interview

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** Delivery time: 3-5 business days from receiving a request

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** Delivery time: according to individual arrangements

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** Delivery time: 3-5 business days from the start of cooperation

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.