

# CAREER ANGELS

Status: 2024



## BRIEFLY ABOUT CAREER ANGELS

Career Angels is an international career consulting boutique that has been providing tailor-made services to experienced managers & executives since 2010.

We assist in:

- **Preparing a winning CV** to researching the market.
- Recommending the best headhunters to **acing interviews**.
- **Securing meetings with employers to career coaching**.

We are active or former **Executive Search Consultants, HR and/or recruitment managers** with each a minimum of **10 years of international experience**. 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: [www.CareerAngels.eu/our-team](http://www.CareerAngels.eu/our-team)

**Executive client portfolio: 61% of our clients are members of a management board (locally or internationally) or report to one. 31%** 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 2023, **85% have found not just any job, but one that they are very satisfied with**. 6% decided consciously to stay where they were; usually despite other job offers. [We are aware that this is not an option with outplacements.] **9% 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 20 to max. 30-min online career consultation, 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.

Please note: one person can receive one session for free.

### 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.

Please note: one person can receive one report for free.

If you are a manager with at least 10 years of professional experience, contact us on: [Contact@CareerAngels.eu](mailto:Contact@CareerAngels.eu).

## 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	Value (EUR)
<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. 5 sessions / 10 weeks.	1 900
<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. Online test + 1 session.	285
<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. 1-2 sessions.	1 520
<b>I know.</b>		It's now a matter of budget and the level of support you need. Go to page 3 and select items that you are thinking of. We'll help you put together an appropriate scope and calculate a final offer.	depends on your selection
<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. 6 sessions.	1 520
<b>Additional</b>			
<b>Coaching / Advisory / Sparring Partner / Sounding Board</b>		These are one-off consultations that are not part of an on-going cooperation including other services or on-going coaching / mentoring / sparring partner support per se. Topics can include: the first 90 days, to work better & <b>more effectively in the job</b> , working on <b>assertiveness, communication</b> with your team or a superior, strengthening your position within the organisation, <b>conflict management</b> , public speaking, time & priority management, etc. 1 session.	173
<b>Executive Identity</b>		Your Executive Identity is <b>the difference between "Who are you?" and "Thank you for being here" or the zeros on your pay check!</b> The majority of experienced managers and executives sabotage themselves as they suffer from "multiple personality disorder", meaning that they are not consistent on how they present themselves across the different channels! <b>Don't underestimate how tiny inconsistencies can derail your career.</b>	2 567 – 5 141

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

OVERVIEW OF GENERAL SERVICES

	Description	hrs	Value
Documents & Texts	Perfect CV (read the description of the process on pages 13-15)	7.00	665.00
	ATS CV (based on CV prepared by us)	2.00	190.00
	Adjusting ATS-CV for a job ad (EN only) (per 1 ad)	0.50	47.50
	Business Case (per 1 case)*	2.00	190.00
	Preparation of a "cover e-mail" for your companies (1 language) (based on CV prepared by us)	0.75	71.25
	Preparation of a "cover e-mail" for your companies (2 languages)	1.25	118.75
	Preparation of a "cover e-mail" for your headhunters (1 language) (based on CV prepared by us)	0.75	71.25
	Preparation of a "cover e-mail" for your headhunters (2 languages)	1.25	118.75
	Preparation of a "cover e-mail" for your PE/VC (1 language) (based on CV prepared by us)	0.75	71.25
Preparation of a "cover e-mail" for your PE/VC (2 languages)	1.25	118.75	
Online Presence	Creation or correction of a profile on e.g. LinkedIn / profile	1.50	142.50
	Creation of a LinkedIn profile without a Career Angel-base CV	3.00	285.00
	Optimize LinkedIn profile for active job seekers (only as an extension)	1.50	142.50
TOP Companies	Sourcing: proposal of potential companies (low complexity)	5.00	475.00
	Sourcing: proposal of potential companies (medium complexity)	10.00	950.00
	Sourcing: proposal of potential companies (high complexity)	15.00	1 425.00
	Research of decision makers of your TOP 30 companies	15.00	1 425.00
	Research of decision makers of your TOP 60 companies	30.00	2 850.00
	Research of decision makers of your TOP 75 companies	37.50	3 562.50
	Research of decision makers of your TOP 90 companies	45.00	4 275.00
Research of decision makers of your TOP 120 companies	60.00	5 700.00	
PE/VC	Preparation of a list of TOP 30 PE/VC	9.75	926.25
Consulting firms	Preparation of a list of TOP 30 consulting firms	9.75	926.25
Headhunters	Preparation of a list of TOP 30 HH (depending on size of target country)	4.50	427.50
	Preparation of a list of TOP 40 HH (depending on size of target country)	6.00	570.00
	Preparation of a list of TOP 50 HH (depending on size of target country)	7.50	712.50
	Preparation of a list of 15 Practice Group Leaders	2.25	213.75
Interviews from A to Z	Screening audit	1.00	95.00
	Interview Simulation & Preparation (3 meetings) (incl. prep time)	6.00	570.00
	Interview Simulation & Preparation Intensive (2in1) (1 meeting) (incl. prep time)	2.50	237.50
	Preparation for a concrete job interview (incl. prep time)	3.00	285.00
Levels of additional support	Support within on-going cooperation (online; status meetings, answering questions by email, feedback)	5.00	475.00
	1st level Inbox Management (=1 month): emails, online profiles, meetings (30 contacts)	5.50	522.50
	2nd level Inbox Management (=2 months): emails, online profiles, meetings (30 contacts)	8.75	831.25
	3rd level Inbox Management (=3 months): emails, online profiles, meetings (30 contacts)	12.25	1 163.75
	Parameter Bidding Session (incl. prep time)	3.00	285.00
	CRM tool that supports your job hunting process		Bonus

Sum

Standard hourly rate in EUR 95.00

Ask your employer about the reimbursement for our services (outplacement)



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

## OVERVIEW OF ADDITIONAL SERVICES

	Description	hrs	Value	
Additional services	Perfect CV with (almost) no base material (as process on pages 13-15 + additional round of questions)	10.00	950.00	
	Professional summary as a bio or a unique storyline (extension of Perfect CV service)	2.50	237.50	
	Translating into other languages (per 1 page) (PL, EN)	1.00	95.00	
	Preparation of a master motivation letter	2.00	190.00	
	Networking session	3.00	285.00	
	Monitoring of online job ads / month	4.00	380.00	
	Reference check / reference	1.00	95.00	
	Career / Interview / Business Language Classes	10.00	772.36	exempt from VAT
	Briefing / company	1.00	95.00	
	Briefing / company (as a bonus for up to 3 companies per 30 contacts – as part of Inbox Management)			Bonus
	<b>Sum</b>			
	<b>Standard hourly rate in EUR</b>	<b>95.00</b>		

→ If you require other career and/or job-search related services not specifically defined, please inquire with your Career Angel.

We'll transparently tell you, if we have the resources and/or know-how / past experience to complete a certain task or support you in a specific matter like:

- support in salary negotiations
- preparing a presentation for the board
- getting ready for a panel interview
- non-standard benchmark against other candidates
- sparring partner / sounding board
- verification of a business plan (e.g. when interviewing with PE/VCs)
- formatting and/or proofreading of materials you've prepared as part of a recruitment process
- general support in other languages
- non-standard market research (especially for PE/VCs)

## ACCA MEMBERS

If you are an active ACCA member, you will receive a 10% discount irrespective of the scope of the services. Please share with us your membership number *before* we issue your invoice – in other words: at the offer confirmation stage. By sharing your membership number, you consent to us contacting ACCA and confirming your membership status. This may take up to 7 business days. The discount cannot be combined with the options under “Funding and/or Financial Support Options” on page 7.

Irrespective 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 nor 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 in 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. Kind reminder: all services you buy are valid for 6 months – if you “disappear”, they will expire without the possibility to ask us for reimbursement. 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 or it simply hasn't been delivered) 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
<b>Goal</b>	<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!	
<b>CRM</b>	<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.	
<b>Schedule</b>	<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.	
<b>Contact Details</b>	<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>	
<b>Online</b>	<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>	

## 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. We use Libre Office to avoid incompatibilities between Linux, Mac and Windows operating systems. We are not responsible for how your system or text editor displays the .odt or .docx file. We do not prepare two-column, multi-column, nor one-page CVs.

→ Delivery time: 3-5 business days from receiving all the necessary materials, talking with you, necessary feedback and final approval of the content.

## STEP BY STEP PROCESS

Step	Description
Base materials	Share with us <u>all necessary information</u> about your career that we should know about in order to be able to prepare your CV (e.g. other (older) CVs, additional documents, presentations and alike) <u>in the language in which we prepare the CV</u> . Please share them with us <u>before</u> (!) we prepare your CV Questions. If you send additional files at a later stage, you'll generate more billable hours than foreseen in the offer which will result in more costs for you that will be reflected in an additional invoice. In other words: please share everything that we need upfront <u>at the very beginning</u> of the process.
CV Questions	Based on the materials that you shared with us, your Career Angel will ask you to answer certain questions in the form of a .docx file. Don't be surprised by questions about your favorite color & font or by the request to send a different photo. Sometimes, if your answers are not precise enough or if we see that you've skipped some, your Career Angel may send you additional questions. <u>This service does not include</u> : <ul style="list-style-type: none"> <li>• "dictating" your answers to your Career Angel. If you have such a need, we will add additional billable hours – usually up to 2 hours,</li> <li>• translating your answers into the target language of the CV. If you have such a need, we will add additional billable hours.</li> </ul> In both cases, any additional billable hours will be confirmed with you before you decide on any of the options.
CV Session	Depending on your situation and the quality of your answers, the CV Session may last between 15 to 30 min. This is a <u>single meeting</u> during which we: <ul style="list-style-type: none"> <li>• 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,</li> <li>• ask about all potential mental shortcuts or abbreviations that might have been used only within a given organization,</li> <li>• clarify inconsistencies and/or contradictions,</li> <li>• confirm that we've understood something correctly,</li> <li>• consult our idea with you (e.g. regarding structure or content presentation, sometimes also the color scheme).</li> </ul> There is a chance that after the CV Session you will need to provide further information ( <u>in the target language</u> ), so that your Career Angel can prepare a CV Draft without profile summary (see next step).



Step	Description
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Your Career Angel will prepare a draft of your CV for approval in terms of:

1. content, incl. correctness of data and dates
2. visual aspect (we prepare all graphics of the document ourselves – we do not use templates or support of a graphic designer)

Important: at this stage, all content will have already gone through the copywriting process, which means that it is the recommendation of your Career Angel as to the strategy of content presentation and its wording and scope. We use the original content 1:1 if it was worded well, e.g. in your answers or in your original CV. The file won't have been proofread yet as we do at the very end.

After you receive your CV Draft, review the entire document carefully and thoroughly. Check if:

- data and dates are correct,
- the wording conveys your original intent; comment: our CV writing process works in the following (simplified) way: we add the new content onto the initial CV that, let's say, has 2 pages; we then add and merged content from other sources. The new file is then about 5-8 pages long. We then extract the most important information and reduce the volume of the text focusing on concrete data and results. It may, of course, happen that we delete too much – let us know. Nevertheless, the process is to retain only what is relevant for the current target audience. There is no point in bringing back wording from your old CV that you were used to / attached to. If there is certain wording that you really want to keep in the new CV as well, let your Career Angel know at the beginning of the CV preparation process,
- you like our design. Once you approve it at this stage (i.e. you don't raise any objections), there will be no possibility to change it.

Very important:

- provide corrections / additional information in the CV's target language (content translation is not included in this service),
- provide corrections directly on the file in one of two options: 1) in track changes mode or 2) by marking all corrections clearly with a color
- think about your possible corrections / comments, as the process includes one round of corrections. Ignore any typos, punctuation errors, or possible inconsistencies in formatting, as the file has not yet been proofread,
- if you need to discuss the file with third parties (friends, family), do it now! We want to avoid the following situation: we have worked on the CV with you (i.e. the CV preparation process has finished → read all the steps until the end – this means that we have done copywriting of all the content, formatted all the text, proofread it 3 times, etc.). You show the new final CV to a friend – headhunter or HR Manager, and they add 25 comments that you want to discuss / consult with us, or you ask us to make changes. In this situation you have 2 options:
  - 1) you have received the final file, so you can make any changes yourself – from that point on, you work with a CV that is no longer recommended by Career Angels,
  - 2) you pay for additional hours with your Career Angel to discuss the validity of each of the 25 comments so that you feel confident in arguing / defending the document.

People who comment on documents often do so from the perspective of their own individual preferences, not market standards. Remember that we prepare CVs based on the feedback from more than 5 000 headhunters and 20 000 decision makers.

For CVs prepared in English: we create a CV that reflects you, including your level of English. During copywriting, we will correct the most obvious mistakes, but we will not consult a native speaker on the content. The reason: you are not a native speaker – your level of language proficiency should not differ between what your CV presents and what a recruiter will hear at a job interview. If you would like your CV to reflect a higher level of English, you can formulate your answers with a native speaker before sending it back to your Career Angel.

CV Draft  
(without profile summary)

Step	Description
CV Draft (with profile summary)	<p>Once you confirm / approve the content, your Career Angel will need 1-2 business days to send you an updated version with a proposed profile summary for your approval and final comments..</p> <p>There are 5 basic types of profile summaries (feel free to read the <a href="#">description of each</a>):</p> <ol style="list-style-type: none"> <li>1. key areas with evidence</li> <li>2. professional bio</li> <li>3. unique storyline</li> <li>4. bio with proof</li> <li>5. horoscope</li> </ol> <p>The service includes – depending on your individual situation / strategy – the preparation of professional summary Type 1. By definition, we do not prepare Type 5 at all. We can prepare a profile summary Type 2, 3 and 4 for you for an additional fee (see page 5) – in that case, you will have an additional meeting with your Career Angel to collect additional information that is necessary to prepare such a profile summary. → Delivery time: within 3-5 business days from the meeting about the bio / storyline.</p> <p>Before we proceed further, we will ask you for your <u>final</u> confirmation of the document's content. This is a very important moment, as any further changes at a later stage will result in <u>significant</u> additional costs for you, as your Career Angel will have to:</p> <ol style="list-style-type: none"> <li>1. consider all your corrections,</li> <li>2. do copywriting of the new content,</li> <li>3. proofread the document.</li> </ol>
Final CV	<p>We pride ourselves in preparing tailor-made, perfect CVs with “your character”. Once ready, you will receive your new CV from your Career Angel in 3 formats: .odt, .docx, .pdf, as well as a file called “CareerAngels_Your Application Documents_Colours &amp; Fonts” that contains information concerning your fonts, colors and other formatting solutions used in your CV. That way you will be able to easily make changes to the document in the future.</p> <p><b>Note:</b> we do not (!) use any templates. Every single document is <u>tailor-made</u>, taking into account your profile, target position, industries and <u>market standards</u>. We do not create “1-page CVs” – unless it is a separate service and we have already created a base CV. In addition, we do not shorten CVs “to squeeze the content” onto 2 pages – current market trends don't confirm the need for “2-page CVs”.</p>

**Summarizing: we charge additional billable hours in the following situations:**

- changing your job search goal, or a partial or complete change of concept after prior approval of the strategy
- an additional session during which you dictate your answers to the CV Questions to your Career Angel
- delivering answers to CV Questions / corrections / additional materials and content after we've started working and/or in a different language
- restoring wording from the old CV that you are used to / attached to after the copywriting process is complete
- changing the design of the CV after accepting the prior proposal
- making corrections in a different mode than specified above
- making further corrections, additional to those included in the process (1 round)
- discussing the validity of the corrections suggested by third parties (if submitted later than at the CV Draft step)

## ATS CV

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!).

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

## BUSINESS CASE

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.

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

## 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.

→ Delivery time: 3 business days from accepting the final CV

## PREPARATION OF A “COVER E-MAIL” FOR YOUR 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.

→ Delivery time: 3 business days from accepting the final CV

## 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. By default, we prepare your LinkedIn profile based on a CV prepared by us. However, if you do not want to use that service, we can prepare your profile based on additional questions, but it will take longer (“Creation of a LinkedIn profile without a Career Angel-base CV” in our general offer). Along with the content of the profile, we prepare the graphics (background photo and profile photo). Important: all graphics are prepared by us – we don’t take advantage of the support of a graphic designer.

→ Delivery time: 3 business days from accepting the final CV

## OPTIMIZE LINKEDIN PROFILE FOR ACTIVE JOB SEEKERS (ONLY AS AN EXTENSION)

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 key words and skills (given by the so-called job poster, and those available for premium users) and 2) shows recruiters which members are active candidates (available for all users at “Your dashboard” and in “Settings”) – it is important to properly complete this part.

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

## 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! The research will be valid for 1 month.

→ Delivery time: 7-10 business days from acceptance of company selection criteria

## RESEARCH OF DECISION MAKERS OF YOUR TOP 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”. The research will be valid for 1 month.

→ Delivery time: 5 business days for every 30 companies

## PREPARATION OF A LIST OF TOP 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? The research will be valid for 1 month.

→ Delivery time: 5-7 business days from acceptance of PE/VC selection criteria

## PREPARATION OF A LIST OF TOP HH / PRACTICE GROUP LEADERS

“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 headhunters with relevant (industry) expertise as they have access to insider information. A handful might act upon an excellent CV. Additionally, leading Executive Search firms are set up like law firms or consulting firms: practice groups with local team leaders / lead consultants, as well as practice group leaders for the region. In selected cases, we'll recommend contacting also them. The research will be valid for 1 month.

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

## 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?

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

## 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!

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

## INTERVIEW SIMULATION & PREPARATION 2IN1

A more intense version of the standard interview simulation, which has the following structure: simulation, feedback (incl. practical exercise on selected responses), simulation, feedback – all during only one single meeting.

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

## 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.

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

## SUPPORT (ONLINE; STATUS MEETINGS, ANSWERING QUESTIONS BY EMAIL, FEEDBACK)

“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.]

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

### BRAND DIRECTOR

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

### 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.

### CEO

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

### FREELANCER

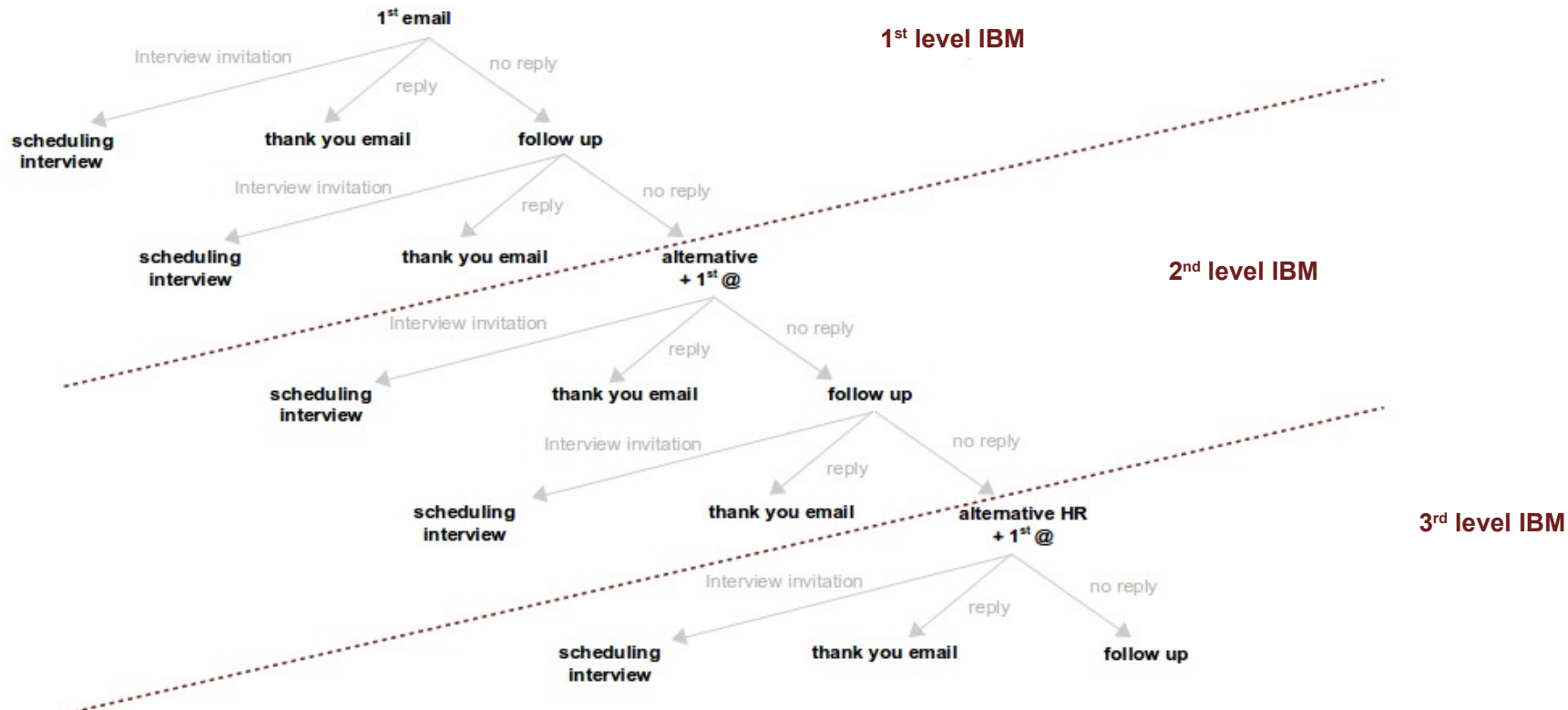
I read Job Hunting Director right after I read on LinkedIn.com that you had published it. I was downed on my knees! I don't know how to express how grateful I am that you share this valuable knowledge in such a “user-friendly” form, on top of that for free! Concrete recommendations supported by examples 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!

**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.

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



## PARAMETER BIDDING SESSION

The Parameter Bidding Session can be used in two situations: 1) to help clarify how to move ahead in one's career (often paired with the Career View™ test by Decision Dynamics) or 2) to objectively assess job offers you already have or soon will receive. How does it work? First step: you enlist the 10-15 most important criteria (parameters) the next role should fulfill. Second step: during the session we'll "bid" those elements against each other to end up with an objective list of actual priorities; nice-to-haves (gym membership, free apples, a fancy building / location or a parking spot) often distract unnecessarily from what's really, truly important – the must-haves! Third step: you'll end up with an assessment matrix that will help you in the mentioned cases: ad 1) how to further develop your career or ad 2) it will become crystal clear which job offers have the best fit (expressed in %); it identifies weaknesses, and consequently shows what to focus on during the negotiation process.

→ Delivery time: 3-5 business days from receiving the request

## 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.

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

## 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.

→ Delivery time: 3-4 business days

## 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!

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

## NETWORKING SESSION

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.

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



## 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!

→ Delivery time: once per week

## 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.

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

## 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.

→ Delivery time: according to individual arrangements

## 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!

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

## EXTERNAL COACH AND TRAINER

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!

## COO

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.