

Let's be honest. Nobody really likes looking for a job, especially recent college graduates. It can be one of the most frustrating, daunting and intimidating experiences, which makes it easy to procrastinate. Graduates receive advice from parents, friends and neighbors, but there's no substitute for the behind-the-scenes, decision makers' perspective from an experienced professional recruiter who can teach *how* to effectively look for and find a job, even in this economy.

With more than 15 years of recruiting experience working with hundreds of companies and placing countless business professionals, **Professional Recruiting Services (PRS)** offers personalized, one-on-one job search tutoring services that supplement college career efforts. Our practical, real-world solutions boost confidence and make this process manageable and successful. PRS' expertise and guidance has produced a high success rate in securing job interviews and offers for many recent college graduates.

One-on-One Services

Winning Resumes

Fact: Hiring managers will spend an average of 10-15 seconds reading your resume. PRS develops your resume to make that first impression with employers stand out.

Effective Cover Letters

Fact: Cover letters are required. The few that are sent go unread because they are poorly written. PRS develops a well-written letter that supports your resume.

Job Search Strategies

Fact: Job boards are the least effective way to find a job. Simply posting your resume online and/or applying to positions online rarely works. The majority of resumes don't get received, let alone read, by the employer with this method. A highly effective job search is a planned strategy and the most effective way to get an offer. PRS provides a roadmap of effective job search techniques, including how to plan, what resources are available, how to execute, manage and assess the effectiveness of your job search.

Networking Strategies

Fact: Networking is the most effective way to find a job. More than 75 percent of hires are the result of networking and many jobs are not advertised. In a tough economy, networking is essential. PRS teaches how to incorporate effective networking into your strategy.

Interview Preparation

Fact: There are no second chances to make a first impression. PRS prepares you for phone and onsite interviews by conducting mock interviews that mirror real-world interviews. This is an effective way to review and refine your interview technique and instill the confidence to showcase your skills.

Negotiating Strategies

Fact: You get one chance to negotiate. Your family and friends think you're priceless, but what are you really worth to an employer? PRS teaches strategies to negotiate skillfully while being professional including do's and don'ts.

Professional Thank You Letters

Fact: Thank you letters are required and often not sent or poorly written. PRS develops a well-written thank you letter that gives that final touch to impress your potential employer and sets you apart.

Job Search Coach

Fact: A successful job search is well planned and executed. Now that you're equipped with the tools and knowledge of how to effectively look for a job, executing your strategy is critical. From the day you begin this process, PRS oversees the execution of your strategy and provides support and advice to help you stay motivated and on target to succeed.

Packages Available

Resume Evaluation: *Free*

⇒ Email us your resume and we will provide a *free* evaluation to assess the overall effectiveness and format.

Getting Started: *Limited offer: \$199*

⇒ Phone consultation to learn about your career objectives, achievements, skills and experience so we can develop or rewrite your resume to get noticed.

Basic Package includes:

- ⇒ Getting Started package services
- ⇒ Develop an effective cover letter
- ⇒ Prepare you for interviews
- ⇒ Develop a professional thank you letter

Deluxe Package includes:

- ⇒ Basic package services
 - ⇒ Teach job search strategies
 - ⇒ Teach networking strategies
 - ⇒ Teach negotiating strategies
- Ideal for the graduate who wants to learn *how* to effectively and proactively look for a job and has the motivation to manage and execute the job search on their own.

Premier Package includes:

- ⇒ Deluxe package services
 - ⇒ Personal Job Search Coach
- This is the ultimate package to help you succeed. Ideal for the graduate who also wants ongoing professional advice and tutoring after completing this program.

For questions, package rates or to get started, contact:

Leah Kelly, President | Professional Recruiting Services | 610-793-5100 | leah@professionalrecruitingservices.com
www.professionalrecruitingservices.com