

WRITING A GREAT CV'S AND PREPARING YOU FOR AMAZING INTERVIEWS

Do you need a professional CV written for you? This is the process I follow so that you have the best possible chance of getting your ideal job:

1. You contract me to update your CV and to prepare you for amazing interviews.
2. I interview you to gather information for your CV. This interview will probably be around an hour. I need your letter of appointment(s) and job description(s) to build a clear picture of your job history, competencies, education and experience.
3. I research the company(ies) and position(s) you apply for, so that I can write the most appropriate questions to uncover (from the potential employer's point of view) whether you are the right candidate.
4. I will book at least one coaching session with you to prepare you for your best interviews, roleplaying questions and answers regarding your qualifications; competencies; experience; professionalism; dress code; behaviour etc, and covering email to apply for positions.
5. I help you to decide who the right references are for you and how to prepare them for a reference request, informing them of the job you applied for so that they can give appropriate feedback.
6. There are more decisions that I will help you to make which we will discuss when you appoint me.

For assistance with your amazing CV and preparation for memorable interviews, please contact me on 084 371 9105 or elsabe@successfactory.co.za.