



Supporting you to achieve your career goals

- **CV/Resume writing, LinkedIn profiles, application cover letters, selection criteria, interview training, LinkedIn training and career coaching with individual services, packages and full coaching programs available.**
- **Achieve your career goals, be an effective job seeker, beat the competition, get rewarding work faster and earn more money.**
- **Over 20 years of experience as a recruiter, NBCC was established in 2013. 90% of my business is by referral**

You have seconds to grab a recruiter's attention and entice them to read more. I tell your story in a concise and compelling way to showcase your value-add and unique skillset. I produce copy that markets your skills and speaks to the three audiences.

- **Software:** ATS (Applicant Tracking Systems) friendly and keyword-rich, presented in a simple design format to ensure it is optimised for the information to be extracted, skilled and searchable within recruiters ATS.
- **Recruiters:** Information that grabs their attention in a few seconds they take to scan a CV in the first instance, looking for evidence you meet their checklist of "must-have" experience for a role. Content that makes it easy for them to understand your role and responsibilities and match this to their requirements.
- **The Hiring Manager:** Rich and concise information showcasing how your will help your future manager achieve business goals and be an asset to their team.
- **Personalised and professional services that start with a face-to-face video meeting:** Most CV writers send out a lengthy questionnaire or have a brief phone consultation. I don't believe an accurate CV can be written without meeting my client, getting to know them, interviewing them through their roles and asking probing questions to uncover rich information to include. My clients find this meeting and process of reflection prepares them to hit the job market, grows confidence, pride in their career and supports them to clearly define their goals.
- **Depth of knowledge of all industries, sectors and professions including complex, technical leadership and academic professions:** I work with clients from graduate to C-suite level, understand what you do, what recruiters want to see in your CV based on your profession and how to market your skills effectively.
- **I work as a confidant and jobhunting mentor:** I provide pragmatic advice and guidance to support my clients. If I am just writing your CV, I answer questions you have on target roles and job-hunting strategies and have a range of coaching to take this process to a deeper level.
- **I work with the full range of job seekers and have experience and knowledge of all industries and professions.**
 - Confident job seekers who want to optimise their outcomes.
 - Those who need confidence or are challenged in the marketplace and struggling to get interviews or offers.
 - New migrants who need to learn the local market, Australianise their CV, navigate the objection "no local experience" and seek novel ways to find a job and bypass recruiters.
 - Those who have never had to look for work or been in the same company for many years.
 - Career changers and those feeling stuck in their career looking for a new direction or renewed passion.
 - Career-starters and graduates.

Testimonials

These testimonials and more can be read on my [LinkedIn profile](#).

"So competent, professional and devoted to getting the best outcomes for her clients. I found Nadina at the beginning of my recruitment journey - and what a relief to have avoided months of frustration! She helped me land a dream job in Government (the first position I applied for, and my first ever in the public service). She adapted to the language of the Media/Comms industry with ease and was careful to let my voice shine through the application. Fair prices and very generous with her time!"

"I had been putting off updating my CV and LinkedIn profile as it always took me so long to do. I should have come to Nadina ages ago. After one Skype call, she was able to draw out all my key skills and project achievements, and with her recruitment experience, presented it in a way I could never have done. The results were nothing short of amazing and she completed it all by integrating a cover letter, selection criteria, LinkedIn profile and advice. I cannot rate her highly enough!"

"What sets Nadina apart is her thoroughness and taking time to properly understand candidates' abilities, experience and unique selling points; her knowledge and understanding of roles within the construction industry, in particular, is excellent. The improvement in responses I experienced after she re-worked my CV was astonishing, and her assistance to myself and my wife was probably the deciding factor in securing both our current positions. I would have no hesitation in recommending her services."

"I was an experienced senior manager who was looking for my next position, but I wasn't getting the interviews of the calibre I wanted. Nadina redrafted my CV to make it more executive in style and since then I have got interviews for every job I have applied for, been down to the last two for a CEO position and eventually ended up being headhunted for my dream job which I start next week. Nadina is a really consummate professional and as well as the CV she gave me lots of excellent advice. Thanks, Nadina."

"A quick note to let you know that your strikingly good success rate is intact. While I didn't get the Head of School job, they retained my CV and invited me to apply for a Dean (Learning & Teaching) job in the same faculty. After a very speedy selection process, I'll be starting there in mid-January. Thank you so much for the guidance and reshaping of my professional documents; I'm not sure how I would have gone without you. I continue to refer people to you and tell them it's the best investment they'll make!"

"Nadina is one of the best mentors I have ever met. She gave me some real good advice related to my career and always motivated me to believe in myself. As an international student, it is a huge challenge to find a good opportunity but having a mentor like Nadina always helps. Her ever-encouraging words never failed to motivate me in order to achieve my goals. Moreover, she is extremely professional and meticulous with her work. I am humbled by her being easily accessible for a talk in regards to me gaining guidance. Couldn't have asked for a more suited mentor. I wish her the very best going forward in the amazing work she is doing."

"Nadina's LinkedIn services have been very valuable. With my new professional profile in a logical format and a few key pointers of how to use LinkedIn properly, I was able to double my network in a day and it is still growing! I was able to connect with many new people within my industry, through school/university networks. New connections have messaged me and given me advice or arranged to meet up to discuss future plans. Her service is efficient, professional and great value for money Thank you"

"After reviewing a number of other CV preparation services and being unimpressed, I was referred to Nadina by a work colleague - and I never looked back! Nadina takes a real interest in all of her clients and her CV and cover letter writing abilities are second to none. Whether you are highly experienced or looking to start your career, Nadina will prepare a CV to give you an edge over other job applicants. As an extremely satisfied client, I highly recommend Nadina and her services!"

Writing & Consultancy Services

	Career Starters & Graduates (up-to 3 years' work experience) or Retail, Customer Service, Admin & Trades	Intermediate Professionals	Senior Professionals & Managers	Senior Managers & Executives	Academic Surcharge
CV/Resume Writing Service	\$350	\$400	\$450	\$500	Academic CVs are three to five times longer than private sector CVs.
Cover Letter (One page)	\$50	\$50	\$60	\$60	
LinkedIn Profile	\$100	\$120	\$150	\$150	Surcharges:
Selection Criteria	\$30 per question	\$40 per question	\$50 per question	\$50 per question	Intermediate \$50 Senior Professional & Senior Manager \$100

Inclusions & Outcomes:

CV:

- Face-to-face video meeting (60 minutes career starters and intermediate professionals, 75 minutes; senior professionals, 90 minutes senior managers, executives & academics).
- This comprehensive, confidential and informal interview process enables you to tell your story and is great to refresh your memory, reflect on your achievements and be ready for interviews.
- Review of any supporting documentation, transcripts, project information etc. to inform the CV content.
- Personalised tips and advice based on your needs, to be an effective job seeker and grow your career. I am a confidant to my clients and provide objective advice.
- Review of your target jobs to ensure the CV is well-targeted, keyword-rich and you are applying for the right roles.
- CV first draft presented (1 week) for review, I work collaboratively with you to edit and finalise the document.
- Up to three edits (career starters & professionals) and up to four edits senior professionals, senior managers and academics, with the final draft presented in Word and PDF format.
- Job seeking guide, interview tips, example behavioural interview questions and an application tracking sheet is provided for all clients.

Cover Letters: A letter is an elevator pitch for a specific job and should highlight your relevant skills and experience mapped to the requirements in the advert. I write a letter for a specific job application so you can see the process, whilst ensuring it has great content you can re-use for other applications. I provide guidance on changing this letter for other roles

LinkedIn Profile: If I am writing your LinkedIn profile, I prepare this when we have the final CV agreed as the profile pulls content from this information. Your LinkedIn profile is designed to start conversations with a compelling but concise overview of your career with relevant keywords, so you are found in searches. I provide a PDF with simple tips to help you optimise your profile and experience using the site.

Selection Criteria: For selection criteria, I will only write these if you can meet each essential requirement, we organise a call to discuss examples from your career to respond to each question. This process is designed to support you so you understand how to write these yourself in the future with information you can re-use to apply for other applications.

Important Information & Terms

1. Payment is due on engagement, if you are facing financial difficulties call me to discuss options. My prices are based on my time and your level of experience not the level of role you are applying for. If you are unsure of where your experience falls, please get in touch. Express
2. Office hours, Monday to Friday 9 am to 5.30 pm.
3. It's rare I charge on top of my standard fees and I am generous with my time, but on occasion, there is a variation to the brief and terms of engagement. Charges will be agreed upon before additional work is undertaken. Circumstances include:
 - a. Express service, for those needing to apply for a job within five business days. The first draft will be sent by close of business the day following the meeting and edits to the draft prioritised (subject to availability \$50).
 - b. If you need more than one version of the CV to target different roles or country requirements there is an additional charge (\$50 to \$100 - price agreed based on the level of work, most people just need one version).
 - c. Additional drafts of the CV above the number stated (\$50 per extra draft).
 - d. A new position to add, or substantial new information that is communicated after the CV first draft (\$50 to include).
 - e. I allocate time in my diary dedicated to you and your project. If you don't respond within two weeks, following the first draft or subsequent drafts, unless pre-agreed, I will complete the document based on the information I have. If you require any changes after this, there will be additional charges.
 - f. Out of hours meeting (subject to availability) \$50 surcharge.
 - g. Cover letter prices are for a one-page letter. Some public sector jobs require longer cover letters and prices will be multiplied based on the length.

Coaching & Training Services

Interview Training Session: \$150 (One-hour video meeting and pre or post-meeting research)

Interview like a professional and use evidence-based stories to sell your skills without being salesy

- A tailored coaching session based on your profession, level of seniority, experience interviewing and personal goals. I research your target positions to ensure we cover relevant competencies.
- Develop and structure stories from your career to ensure a stranger understands your experience and value-add. Sell your skills without being salesy and give depth to your answers whilst being concise.
- Learn how to prepare to respond to behavioural questions based on the competencies recruiters are looking for in the jobs you are targeting.
- Plan questions to ask, to ensure you do comprehensive due diligence to make the right choice.
- We cover some examples using mock questions and go through some of the challenging questions you might be asked.
- I can also review some responses you prepare after the session and provide feedback.

Career / Job Hunting Coaching Session: \$150 (One-hour video meeting and pre or post-meeting research)

Job-hunt like a pro, design your career strategy, make a career change

- Need more detailed training in effective job seeking? Looking for a new direction or career change? Ambitious and looking to develop a strategic career plan to get to a senior level? Facing challenges securing a promotion or salary increase? Career coaching includes:
- A session personalised to your situation. We discuss your goals and objectives to plan this session before booking it. It's designed to have actionable outcomes, support you to navigate obstacles and develop strategic plans.

LinkedIn Training Session: \$150 (One-hour video meeting using screen-sharing + Intro email)

Elevate your career and leverage the hidden job market through the power of LinkedIn

- Many of my clients find their next role via LinkedIn by making direct approaches to target employers using the techniques I teach them or being headhunted by recruiters
- Learn how to be an effective digital networker, optimise and grow your professional profile and attract recruiters to headhunt you.
- Tap into the hidden job network, become your own recruiter to strategically achieve your career goals and avoid competition from other applicants. Introduction email provided with an elevator pitch to introduce yourself.
- Learn how to effectively research companies before interviewing to get additional insights that their marketing information might not share.

Career Optimisation Package

Career Optimisation Package	Career Starters & Graduates (up-to 3 years' work experience) or Retail, Customer Service, Admin & Trades	Intermediate Professionals	Senior Professionals & Managers	Senior Managers & Executives
	\$470	\$540	\$630	\$680

This package has all that most people need to be an effective job seeker and includes:

- CV Service, LinkedIn Profile & Cover Letter (as detailed on page 4)

Career Optimisation Programs

- Are you new to job-hunting or the local market? My career optimisation programs are designed to provide additional dedicated support to get work faster.
- Each week you are without work, or not in the right professional job is expensive in lost earnings. The skills you learn in this program will support you to be a highly effective job seeker in the future.
- I provide you with all my writing and coaching services in these programs and the silver and gold packages include ongoing weekly support. The silver package provides weekly support for four weeks which starts when the LinkedIn profile is completed, the gold package provides weekly support till you start a new job.

Program Features & Benefits

- Extended first meeting to cover your goals, experience followed by a mini career coaching session to develop job-hunting strategies. This is either one meeting or a meeting and a follow-up call, depending on your situation or needs and any background research I need to complete before helping you develop a job-hunting strategy.
- Documents include CV, LinkedIn Profile, Cover Letter/s, Elevator Pitch Email.
- Two one-hour video coaching sessions (Interviewing & LinkedIn).
- Action plan to start your job search.

Silver & Gold Program Additional Inclusions

- Weekly scheduled calls to discuss questions, activities, outcomes and strategies to keep you on track.
- Pre-interview discussions to focus your preparation on the specific role and discuss how you will cover any potential obstacles such as gaps in skills the recruiter is looking for.
- Post-interview debriefs and coaching chats, any tricky questions or lessons learnt? Is it the right job for you? What are the pros and cons of the job and company? My goal is to help you make a good decision.
- Available when you have any questions, would like to discuss a specific job application or way to approach a situation.
- Background research I need to undertake to support you through this process.

Career Optimisation Program Pricing

	Bronze \$1,000	Silver \$2,000	Gold \$3,000
Extended Video Meeting Including Career Coaching	✓	✓	✓
CV	✓	✓	✓
Cover Letter	✓	✓	✓
LinkedIn Profile	✓	✓	✓
Interview Coaching Session	✓	✓	✓
LinkedIn Coaching Session	✓	✓	✓
Email Introduction / Elevator Pitch	✓	✓	✓
Action Plan Development	✓	✓	✓
Extra Cover Letters		1	2
Weekly Update & Planning Call		Four Weeks Support	No Time Limit
Pre-Interview Prep Call		Four Weeks Support	No Time Limit
Post-Interview Debrief Call		Four Weeks Support	No Time Limit
Available for Questions, Review Target Jobs, Cover Letters etc.		Four Weeks Support	No Time Limit

Process Overview

To Engage My Services

Call me to schedule a meeting time (Zoom, Skype, Teams)

Invoice sent, with process information and supporting tips

Required Documents & Information

Old CV in Word format & transcript for fresh graduates

Web links for up-to three target roles

Pre-Meeting Prep

Reflect on your career history, achievements, projects and challenges you have overcome. Make a note of relevant facts and figures to ensure we cover them in the meeting.

Meeting

I interview you through your experience to get the information I need for the CV.

I answer your questions and provide personalised advice and guidance based on your individual needs.

CV Draft & Editing

I send the first draft in a week. You review this and email back changes within three business days. We work on this collaboratively to get the final version and I prepare up-to three drafts.

CV Finalised

I send the final CV in Word and PDF format

Cover Letter

If I am writing a cover letter, email me a link to the target job. I prepare an elevator pitch for your target role so you can see how to approach cover letters providing a blueprint and content you can adapt for other applications

LinkedIn Profile

When the CV is finalised I prepare the LinkedIn profile update for review. The profile is sent in a Word document for you to upload with a PDF covering tips to optimise your LinkedIn experience.

Coaching

Coaching is delivered via video with goals agreed before the meeting.

Ongoing coaching as part of the Career Optimisation Programs is scheduled weekly with ad-hoc support.