



## **Professional CV/Resume Writing, LinkedIn Profiles, Career Coaching and More**

**Achieve Your Career Goals:** Land more interviews, become a confident and effective job seeker, outperform your competition, secure rewarding work faster, and maximize your earning potential.

### **Tailored Support for All Job Seekers:**

- Seasoned professionals looking to optimise outcomes and secure rewarding and well-paid positions.
- Job seekers lacking confidence, struggling to secure interviews or convert these to offers.
- New migrants navigating the local market and hitting objections like "no local experience."
- Individuals transitioning after years in the same company and unfamiliar with contemporary recruitment processes.
- Career changers seeking to identify a career direction, make a career change or find new inspiration.
- Graduates and career starters including international students.
- Executives and Directors including business leaders and Board roles.

**All Engagements Start with a Detailed Video Interview:** My process begins with a face-to-face video meeting. Unlike many CV writers who rely on lengthy questionnaires or brief phone consultations, I take the time to get to know you, interview you about your roles, and ask insightful questions to uncover rich details. This reflective process not only helps create an accurate CV but prepares you to approach the job market with clarity and confidence.

**Stand Out:** With just seconds to grab a recruiter's attention, I craft concise and compelling narratives that highlight your unique value and skillset. My goal is to market your abilities effectively, ensuring your story resonates with the three key audiences and decision makers:

- **Software:** ATS-friendly, keyword-rich content presented in a clean, simple design to ensure your CV is easily scanned, parsed, and searchable within Applicant Tracking Systems (ATS).
- **Recruiters:** Attention-grabbing information tailored to the few seconds they spend scanning a CV, showcasing evidence of your "must-have" experience for a role and simplifying how your qualifications match their requirements so they can engage with your story.
- **Hiring Managers:** Compelling content that demonstrates how you'll help achieve their business goals and be a valuable asset to their team.

**Deep Industry Knowledge:** I bring extensive expertise across all sectors and professions and bring deep understanding of the nuances of roles including complex technical, leadership, and academic fields. Whether you're a graduate or at the C-suite level, I understand what recruiters want to see and how to market your skills effectively.

**Trusted Advisor:** As your confidant and mentor, I provide confidential and pragmatic advice and guidance to accelerate your results. If I'm writing your CV, I'm here to answer your questions about careers, strategies and effective job hunting. Each client has different needs and my goal is to empower my clients to enable success and overcome obstacles.

**Proven Track Record:** 90% of my business comes from referrals and recommendations, a testament to the quality and effectiveness of my services.

**Your Success Guaranteed:** This is my promise to all my clients is I am here for further support if you need it. After we have finished the work and you start hunting, get in touch if you need further assistance.

## Testimonials

All these testimonials and more can be read on my [LinkedIn Profile](#) and [Google Business Page](#).

**100% worth it! Making that small investment in NB Career Consulting's Interview coaching and CV preparation services helped me succeed in reaching a major career goal.** Nadina was able to bring the objectivity, clarity and new perspective on my career that I would have struggled to reflect easily in my CV. She was able to draw out achievements and skills that can often get overlooked when you're thinking about your own work. She also provided really useful, practical and actionable feedback on my interview technique. The whole process was very user friendly, well organised, and accommodated my fairly tight deadline. Thanks to my experience with NB Career Consulting I will feel more empowered when it's time to look for the next new challenge. I have also recommended NB Career Consulting services to friends, leading to them being shortlisted for targeted positions.

**"I couldn't be more grateful to have found Nadina.** After so many years of trying on my own as a foreigner without any solid outcome, thanks to Nadina's help, I got my first office job in Australia and returned to my professional background after a gap of 5 years. This job ticks all my boxes, and I can tell it has been the best investment I made to reach out to Nadina. All the testimonials are accurate, and I appreciate how she listens to you and how generous she is with her time and knowledge. Certainly, I have appreciated all her expertise."

**"It has taken me a while to come back and write a review for Nadina as I have been incredibly busy in my new role, which I was only able to secure with the professional help and support I received throughout my time working with her.** She was a wealth of knowledge, not only in her CV writing skills, but also in her ability to dig deep enough to really understand the small nuances of my previous roles and then translate that back into my CV to highlight my own experience, in a way that matched the specific role I was interested in. In addition to that and part of our communication, she offered some very valuable insight into interview techniques, which hit the mark really well. I would absolutely recommend Nadina to anyone who is on their own career hunting journey. Just give her a call."

**"I had the privilege of working with NB Career Consulting as my career consultant, and I cannot express enough gratitude for the exceptional guidance and support I received.** Nadina possesses an in-depth understanding of the job market and a genuine passion for helping individuals succeed in their careers. Her expertise and knowledge were invaluable in refining my profile. What sets NB Career Consulting apart is the personalized approach. Nadina took the time to truly understand my career goals, aspirations, and unique strengths. With her keen insights and attention to detail, she transformed my application materials into powerful and tailored representations of my skills and experiences.

Not only did she provide expert advice on optimizing my professional documents, but she also guided me on industry-specific trends, interview techniques, and networking strategies. Her comprehensive support ensured that I was well-prepared and confident throughout my job search journey. Working with Nadina was an absolute pleasure. Her professionalism, responsiveness, and genuine care for my success made all the difference. She went above and beyond to provide personalized recommendations and encouragement, which helped me secure a fantastic career opportunity.

I wholeheartedly recommend NB Career Consulting to anyone seeking career guidance and support. The expertise, dedication, and personalized approach provided will undoubtedly elevate your job search and career prospects. Thank you, Nadina, for your exceptional services and for being an invaluable partner in my professional growth."

**"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."

**"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."

<b>Services</b>				
	<b>Graduates, Career Starters</b> (up-to 2 years work experience) <b>Retail, Hospitality, Admin &amp; Trades</b>	<b>Junior &amp; Intermediate Professionals *</b>	<b>Senior Professionals Team Leader, Managers *</b>	<b>Senior Managers &amp; Executives *</b>
<b>CV/Resume Writing Service</b>	\$350	\$425	\$475	\$550
<b>Cover Letter</b> (1 Page)*	\$80	\$80	\$100	\$100
<b>LinkedIn Profile</b> (taken with a CV)	\$150	\$150	\$200	\$200
<b>Selection Criteria / Targeted Questions</b>	\$30 per question	\$40 per question	\$50 per question	\$50 per question
<b>Interview Coaching</b>	\$200 (one hour video-meeting customised to your goals and target role with follow up)			
<b>Career Coaching</b>	\$200 (one hour video meeting customised to your goals and target role with follow up)			
<b>LinkedIn Coaching</b>	\$200 (one hour video meeting customised to your goals + brief elevator pitch)			
<b>Discounted Career Optimisation Packages</b>				
<b>Career Optimisation Bronze</b> CV + Letter + LinkedIn	\$550	\$615	\$725	\$790
<b>Career Optimisation Silver</b> CV + Letter + LinkedIn + 1 x Coaching Session	\$725	\$790	\$900	\$965
<b>Career Optimisation Gold</b> CV + Letter + LinkedIn + 2 x Coaching Session	\$900	\$965	\$1175	\$1140

\* Please note that my prices are based on time and your level of experience, not the level of role you are applying for.

- Extra versions: If you need more than one version of the CV to target different roles or countries, there is a surcharge of \$50 for a different targeted profile and skills section with price agreed based on the level of work for other versions.
- Express Service: \$50 surcharge for urgent engagements four-day turnaround from first meeting to final draft.
- Office hours, Monday to Friday 9am to 5.00pm.
- I charge on engagement to book the time in my diary to dedicate to you, if you are facing financial hardship, please call me to discuss options.
- I make myself available to all my clients should they have questions after the process, regardless of the service they take up. My clients get great results, but I am here if you face any challenges.

# Inclusions

## CV:

- **Face-to-face video meeting:** A confidential, informal interview to gather the information I need. I uncover your unique strengths and communicate them in a concise and engaging manner which also helps you reflect on achievements, refresh your memory, and prepare for interviews.
  - Graduates and junior/intermediate professionals: 1 hour
  - Senior professionals: 1 hour 15 minutes
  - Senior managers: 1.5 hours
- **Personalised tips and advice based on your needs:** I work as a trusted adviser and provide any guidance you need based on your goals and the local job-market.
- **Review of target job advertisements:** to ensure the CV is well targeted and keyword rich.
- **CV draft presented in one week for review** and we collaborate to finely tune the information and finalise the document with up-to three drafts and the final documents presented in an editable Word version and PDF format.

## Cover Letter:

I can write a general cover letter but prefer to write one for a specific job application. A letter is an elevator pitch for the job you are applying for and should highlight your relevant skills and experience based on the requirements in the advert. I ensure that it has great content you can re-use for with customisations 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, have a compelling but concise overview of your career with relevant keywords so you are found in searches.

## 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 to write these yourself in the future with information you can re-use to apply for other applications.

## Interview Coaching Session:

A tailored coaching session based on your profession and target roles, level of seniority and experience interviewing. Save time, learn how to do the prep front-end with efficient and simple processes to prepare for each interview.

- Develop and structure stories from your career to communicate your experience and achievements to engage the interviewer. Sell your skills without being salesy and give depth to your answers whilst being concise. Learn how to prepare to respond effectively to behavioural questions.
- Learn how to navigate experience gaps or challenging questions and have a library of stories you can use to respond to unexpected questions. Plan questions to ask to ensure you do comprehensive due diligence to make the right choice.

## LinkedIn Training Session:

Learn how to be an effective digital networker, optimise and grow your professional profile and attract recruiters to headhunt you. Many of my clients find their next role via LinkedIn by making direct approaches to target employers

- Tap into the hidden job network, become your own recruiter to strategically achieve your career goals. 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 Coaching:

Are you fed up at work? Looking for a new direction or career change? Ambitious and looking to develop a strategic career plan to get to a senior level? Having challenges with your boss, securing a promotion or salary increase?

- We discuss your goals and objectives to plan this session which is designed to have actionable outcomes/strategies.

## To Engage My Services

Call me to schedule a video meeting time Invoice sent, payment due to confirm the engagement

## Required Documents & Information

Old CV in Word format & transcript for graduates

Web links for up-to three target roles

## Pre-Meeting Prep

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

## Meeting

We discuss your career goals and job-hunting activities. I interview you though your experience to get the information I need for the CV.

## Advice & Guidance

I answer your questions and provide 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 ensure that you have a template you can adapt for other roles and prepare an elevator pitch for your target role so you can see how to approach cover letters.

## 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.

## Coaching

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