To use this email/tout, copy and paste it into a Google Doc or Microsoft Word document of your own, and then make your edits. It is important to come back to this source email/tout every time to ensure you always get the most up-to-date version.

Can amend this if they have already paid.

This is for agency clients - not private ones. The corresponding email for private clients is HERE

Subject for email:
Getting started on your new CV and cover letter with Tamara Schulte

BCC – essential to include this address
admin@slinuacareers.com

Hello ????,
I can now get started on creating a new CV and cover letter to sell you into relevant roles.

The steps are:

1. You send me a link to a possible / type of job on your horizon now.
2. I will then draft the CV and cover letter and send to you
3. You either send back your thoughts and tweaks on the CV and cover letter - or we meet on Zoom to do this. We can decide this after we've completed Step 2.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching. You can access that info here: https://slinuacareers.com/category/teaching/
We have a special online questionnaire for jobs in the education sector. Please go **HERE** to fill it out, and it will automatically sync to me - this helps us create a better end product for you.

Please confirm receipt of this email at your convenience.

Kind regards.

Use the note below if you are sending to a Hotmail address. In that case, you send from your Gmail account. Video on how to do that here: https://bit.ly/2wYxKI5

If you're not sending to a Hotmail account, remove this note each time.

PS: I am sending you this email from my work Gmail account as we sometimes have a problem with @slinuacareers.com emails sent to Hotmail accounts ending up in spam or junk.

Below is for HQ use only when we need to use this template or Further below if we need a call with the client to get Further information

Subject for email:
Getting started on your new CV and cover letter with ?????

CC:
The coach in question

BCC – essential to include this address
admin@slinuacareers.com

Hello, ????,
We can now get started on creating a new CV and cover letter to sell you into relevant roles.

The steps are:

1. You send your coach ???name??? (copied) a link to a possible / type of job on your horizon now. Your coach's email is: ????
2. Your coach will then draft the CV and cover letter and send to you
3. You either send back your thoughts and tweaks on the CV and cover letter - or you and your coach meet on Zoom to do this. You can both decide this after you've completed Step 2.

Teaching is one of our specialities and on our site we have assembled quite a deal of info of relevance to teaching. You can access that info here: https://slinuacareers.com/category/teaching/
We have a special online questionnaire for jobs in the education sector. Please go **HERE** to fill it out, and it will automatically sync to me - this helps us create a better end product for you.

Please confirm receipt of this email at your convenience.

Kind regards, ????.

If the coach will need further information before starting clients CV:

Hello XXXX,

Thank you for all the information and the attached CV and Diploma Certification.

I have passed your information and documentation to your Writing coach Tamara (copied above).

Can you complete the following steps to get the process started please?

1. You make payment HERE - the fee is €XXX (Inc. VAT @ 23%). Payment must be made at least one day before your session.
2. You can now select a time to meet Tamara online for your CV meeting phone call - just click HERE.
3. Tamara will then draft the CV and send it to you.
4. You either send back your thoughts and tweaks on the CV or you and Tamara meet on Zoom to do this. (you can agree on this after step 2 above).

Please confirm receipt of this email to all on this thread at your convenience.

Kind regards,