

Sapling Careers Service Agendas by Emma Martini

Templates

1. Resume Template
2. Cover Letter Template
3. Job Search Tracker (Can be used for network tracking as well)

All Programs Include

1. A 20-minute complimentary consultation to discuss your goals before we get started
2. A 15-minute session check in 2 weeks later so that I can help you troubleshoot anything that's come up
3. Resources, feedback, and notes to take away and use on your own

Location: Virtual (over Google Meets and email)

Individual Services:

Done-with-you services for each step in your job search process:

- Resumes
 - Cover letters
 - LinkedIn Optimization
 - Interview Prep
 - Networking
 - Career Search Support
-

Career Coaching Program

Are you looking to grow your career and strategize your next upward step? This program is for those looking to utilize their values, strengths, and leadership style to move up in their career! I can be a partner in your strategy for career growth, including

- ☐ Career laddering steps, salary discussions and templates, interview prep, management and leadership development, networking at your workplace and beyond

Resume Coaching Program

Get noticed by your dream employer! This is a done-with-you resume program that includes 4 one-hour mentoring video sessions on the following steps:

- ☐ Revamp your resume to be ATS (scanning software) and recruiter-friendly
- ☐ Learn to write strong accomplishment statements to market your relevant skills and experiences
- ☐ Learn how to apply to jobs effectively through targeted resume tailoring
- ☐ Job search together!

Interview Coaching Program

Strong communication for interviews takes time to develop. In this program, we will dive into interview structures, storytelling, and practice together so that you are interview ready! This program includes 4 one hour mentoring video call sessions so that you can:

- ☐ Learn the structure of how to respond to a range of interview questions
- ☐ Practice Practice Practice!
- ☐ Receive homework so that you can prepare for our sessions and continuously improve once the program is complete

LinkedIn Profile/ Networking Program

All things networking - from virtual to in-person, this program will help you connect with potential employers in a memorable way. This program includes 4 one hour mentoring video call sessions and will help you to

- ☐ Learn to develop a strong LinkedIn profile optimized for networking
- ☐ Navigate LinkedIn for job searching
- ☐ Learn who to connect with, how to connect with them, and increase engagement on your profile

*If you are a student inquire about student prices

1:1 Free Consultation (20 mins)

In this meeting, we will discuss the following areas:

- Your career goals and work history
 - What job search methods you have tried
 - Any barriers or challenges you are experiencing
-

Resume Renovation and Cover Letter Construction

Before I edit your resume, we will go through the following areas to ensure I fully understand your goals. I will ask questions throughout the editing process to clarify skills and experiences. I will then transform your resume and review the document with you during a 1-hour session.

Interview Prep – Mock Interview

Before we conduct the mock interviews, I will ask you to send me your resume and the job posting from the company you are interviewing with. After the mock interview, I will send feedback and some resources to help you prepare further.

Networking 101

The goal of this session will be to discuss your current techniques and share new strategies that will help you reach the next level of your career by expanding your professional network.

LinkedIn Optimization

During the LinkedIn review sessions we will discuss your profile and how you are currently using LinkedIn for your job search. We will go through each aspect of your LinkedIn profile, and then I will provide feedback and create an action plan to land your next job!