

Watch this one closely for now - Liam just created this Feb 19, 2024. Any things to tweak, let Liam know.

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 GPA clients.

Subject for email:

GPA / Slí Nua Careers careers service - getting started on your work - coach John Creevy

CC:

john.creevy@slinuacareers.com

BCC – essential to include this address

admin@slinuacareers.com

Hello, XXXXXXXXXX,

Thank you for availing of the GPA's career development service.

Coach John Creevy (copied) will craft a compelling CV that will sell you for the current - or future - career move you are planning to make.

Your next step is to book a meeting slot with John [HERE](#). Please note, he offers early-morning slots, as you will see on that link - some clients find these useful before going to school or work.

Can you also send John your existing CV and LinkedIn URL, if you have same? If you happen to have recently completed an application form for a job or college place, please send on that as well - that can also contain useful information for us. If not, that's no problem as John will pick up all the information we need during the CV writing process.

Additionally, if you have details of the position you are now chasing, send that to John as well.

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.

John, I have put XXXXXXXXXX's folder into your folder.

Any queries, please come back to me.

Kind regards,
XXXXXXXXXXXXXX.

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](mailto:slinuacareers.com) emails sent to Hotmail accounts ending up in spam or junk.

NOT DONE YET

Below is for HQ use only when we need to use this template

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GPA/career development service: Getting started on your work - Coach John Creevy

BCC – essential to include this address

admin@slinuacareers.com

CC:

john.creevy@slinuacareers.com

Hello, XXXXXXXXXXXXXXXX,

Thank you for using the GPA / Slí Nua Careers career development service.

To start the process of updating your CV to truly sell you, can you first pick a time for a meeting with your coach John Creevy: [HERE](#).

Can you also send John (Copied) your existing CV and LinkedIn URL, if you have same?

If you happen to have recently completed an application form for a job or college place, please send on that as well - that can also contain useful information for us. If not, that's no problem as John will pick up all the information we need during the CV writing process.

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Please confirm receipt of this email at your convenience by replying to all in this thread. Please include the latest version of your CV and cover letter in that email.

Kind regards,
XXXXXXXXXXXXX.