

## **GIC Recruitment Documents**

### **New Grads/Students/Entry Level**

Now that you have graduated or in the process of graduating start your employment search the right way. Let our resume writing experts develop a compelling resume to help you get a great job.

### **Resume Editing and Enhancing for Entry Level Jobs**

The Resume Editing and Enhancing Service is aimed at opening doors for you to your next job by increasing the volume and quality of employer interview response to your resume. Working with your existing resume, your new resume will showcase your acquired academic skills, knowledge and experience and demonstrate what value you can bring to employers, resulting in a compelling resume that sets you apart from the rest leading to job offers much faster than the norm.

### **Strategic Resume**

Resume - Our 3-Step Process

#### **Step 1 - Initial Client Consultation and Resume Needs Assessment**

Consult with you to identify your targeted profession/industry and career objective(s)

Identify the skills and knowledge you have acquired through your education, including activities, leadership-volunteer work, accomplishments and attributes

Evaluate the position(s) you are applying for including related job postings and employer job competency requirements (skills, experience, qualifications and attributes required to perform the job successfully)

#### **Step 2 - Resume Strategy and Development**

Identify and minimize any weakness in your resume

Edit and enhance the contents of your resume to better reflect your academic skills and knowledge, job duties, achievements and personal attributes using job specific key words and competency-based phrases

Review the initial draft to ensure that your resume effectively links your academic skills and knowledge, work experience and attributes to your targeted profession and/or employers' job competency requirements

#### **Step 3 - Client Consultation and Resume Review**

Review the resume one-on-one with you to ensure that the resume successfully targets your objectives and desires

Ensure that the resume accurately portrays your academic/work experience and effectively demonstrates how your academic skills and experience can benefit prospective employers

Make any changes to meet your needs and prepare the final resume for your approval

Discuss how you can utilize your new resume to effectively sell yourself at the interview and get the job

## **Resume Service Includes**

Initial and Follow Up Consultations  
Your Review and Final Approval of Your Resume  
Five Master Copies of Your Resume on High Quality Paper  
Microsoft Word Version of Your Resume on CD  
Lifetime Storage of Your Resume

## **Our Fees**

Pricing for Resume Editing and Enhancing for Entry Level Jobs

Resume Editing Service - Rewording and Enhancing of Your Existing Resume     \$250

Resume Writing Service from Scratch

Complete Development for Entry Level and New Graduate Jobs     \$350

Basic Resume Formatting Service     \$65

Pricing for Management, Technical and Supervisory Level Resumes

Resume Editing and Enhancing Service     \$395

Resume Writing Service from Scratch     \$595

## **The Benefits of Job Seeking Letters**

Letters are an excellent vehicle to remotely speak to and convey a positive impression to a potential employer. Whether it is through a cover letter, a thank you letter or an inquiry/informational request letter, these tools are highly effective.

The cover letter provides the opportunity for you to link your specific skills, experience, and accomplishments to the competency requirements of the industry and/or job you are applying for, and at the same time, it enables you to demonstrate what tangible value you can bring to the employer. Together with your resume, a cover letter creates opportunities for you to get interviews, and subsequently hired.

Find out more about our Letter Writing Service by clicking on a link of your interest below!

### **Cover Letter**

Based on an evaluation of your employment target(s) and experience, we can compose general cover letter(s) to meet your requirements. Cover letters can also be customized specifically in response to advertised positions or to solicit possible job openings.

The cover letter will be written in a manner to demonstrate your suitability for the position and structured to impress employers by highlighting key areas of your skills, accomplishments and overall suitability of becoming an asset to the organization.

### **Services and Fees**

**Complete Writing Service** - This service involves composition of the letter based on careful evaluation of your target industry and/or the employer's job competency requirements. Our fee for this service is \$65.00

**Editing and Enhancing Service** - This service is aimed at improving the content of your existing cover letter to make it more effective and appealing to employers. Our fee for this service is \$35.00

**Basic Service** - This service is for a job seeker who is fairly satisfied with the content of his/her letter. This service is aimed at ensuring the correctness and layout of the letter. Our fee for this service is \$20.00

### **Marketing Letter**

This broadcast-type letter is aimed at stimulating the attention of employers, enticing them to hire you based on marketable areas of your background. With this approach, we seek to create maximum impact and appeal to the many decision-making criteria used by employers. This letter is usually designed for mass mailing.

### **Services and Fees**

**Complete Writing Service** - This service involves composition of the letter based on careful evaluation of your target industry, job objectives and accomplishments. Our fee for this service is \$175.00

**Editing Service** - This service is aimed at improving the content of your letter to make it more appealing to employers. Our fee for this service is \$95.00

**Basic Service** - This service is for a job seeker who is fairly satisfied with the content of his/her letter. This service is aimed at ensuring the correctness and layout of the letter. Our fee for this service is \$60.00

### **Inquiry Letter**

**Information - Inquiry Letters**

This type of letter is aimed at obtaining information from companies regarding their industry and hiring procedures. Although not intending to solicit employment, many employment opportunities have been created using this effective approach. For example, by gathering

information about companies and understanding their businesses, you can then successfully target these companies based on your enhanced knowledge. You may also be able to identify areas for improvements, market expansion and explain how your experience and skills can be used to benefit the organization.

### **Services and Fees**

Complete Writing Service - This service involves composition of the letter based on careful evaluation of your target industry and job objectives. Our fee for this service is \$65.00

Editing Service - This service is aimed at improving the content of your letter to make it more appealing to employers. Our fee for this service is \$35.00

Basic Service - This service is for a job seeker who is fairly satisfied with the content of his/her letter. This service is aimed at ensuring the correctness and layout of the letter. Our fee for this service is \$15.00

### **Thank You Letter**

#### Thank You/Follow-up Letters

How do you stand out from other qualified candidates after the interview and increase your chances of getting the job? By following up with a "thank you" letter. Written with the interview in mind, the letter should be a genuine note of thanks. You should also, take this opportunity to briefly reinforce your suitability for the position and express interest in working for the company. Information gathered from the interview can be used to your advantage.

### **Services and Fees**

Complete Writing Service - This service involves composition of the letter based on careful evaluation of your job objective and information gathered from your interview. Our fee for this service is \$65.00

Editing Service - This service is aimed at improving the content of your letter to make it more appealing to the employer. Our fee for this service is \$35.00

Basic Service - This service is for a job seeker who is fairly satisfied with the content of his/her letter. This service is aimed at ensuring the correctness and layout of the letter. Our fee for this service is \$15.00

### **Reference Page/List**

#### Reference List

Lists of references serve as a source of contact through which a potential employer can verify your background and help to ascertain your suitability for a job. This document allows you the opportunity to provide a list of persons who can vouch for your skills, work ethics, character, strengths and other attributes.

The list of references should contain the name, job title, and company employing your reference as well as a contact number. It may also be useful to indicate how you were associated with your reference. For example: supervisor, business partner or client.

Note:

Be sure to choose your references carefully, seek their permission, and provide them with an overview of the areas you would like them to emphasize on your behalf. It may be a good idea to provide your references with scripted summaries highlighting key areas relevant to your employment objectives. If you are seeking a management position, areas such as leadership, work planning and decision-making should be included in your summary.

### **Our Fees**

One to Three References	\$15.00
Four to Six references	\$25.00

### **Admissions Applications**

#### **Purpose:**

Due to the large volume of candidates seeking higher education, many colleges, universities and professional schools require that you apply formally. The format sought by these institutions is often referred to as an autobiographical sketch, profile or admission application. While the format and areas of focus may vary, the purpose is usually similar. These institutions aim to secure the best candidates for admission to their programs. The decision to accept a candidate is often based on the candidate's ability to complete the program, potential for success upon graduation, and their possible contribution to the learning process and to society as a whole.

#### **Method:**

Similar to our resume writing process, the admission application starts with an assessment of your background in order to obtain pertinent information. Research is also conducted to obtain information about the institution to which you are applying and the focus of their programs. Armed with such knowledge, we will then develop the strategy and content required to meet the criteria of the institution. We will incorporate aspects of your background to solidify the uniqueness and strength of your submission and give you an advantageous position over competing candidates.

### **Our Fees**

Our fee to prepare admissions applications is \$295.00 and up.

## **Speeches**

### **Purpose:**

Speeches are widely used at social, political and corporate events. Executives, politicians and other organizational leaders find speeches to be an integral aspect of their life. Speeches are an effective method of demonstrating leadership, influencing others and motivating a team.

### **Method:**

In writing speeches, the rules of written English should be modified to facilitate spoken English. The theme and content should be composed to reflect the occasion, audience, purpose, time and style of the person delivering the speech. When writing a speech, short and focused sentences should be used and the number of ideas minimized or aligned to ensure effectiveness of delivery and audience appeal.

### **Our Fees**

Our fee to prepare your speech is \$95.00 and up.

## **Brochure Writing Services**

In today's information age, quality and effective communication can make a significant difference in obtaining favorable results. Resume Word Inc. offers a wide range of writing services to clients for business, employment and other purposes. We also provide editing and enhancement services to polish and finalize drafts presented to us by clients.

Our writing service starts with an analysis of the objective and audience to which the communication is directed. The composition of the document focuses on translating relevant information in a clear, concise and beneficial manner.

### **Our Fees**

Our fee for writing services is \$95.00 per hour.

## **Standardized Forms /Policy Writing and procedures**

In Today's Government Legislation for the Pet Industry it is necessary to prepare documentation that is both user friendly and fits the guidelines that the Ontario Ministry of Training, Colleges and Universities require. We can prepare these documents and train your staff or organization in how to complete and follow written procedures.

Our writing service starts with an analysis of the objective and audience to which the communication is directed. The composition of the document focuses on translating relevant information in a clear, concise and beneficial manner for all individuals from the client/applicant to the employee and the Government Officials.

### **Our Fees**

Our fee for development and writing services is \$125.00 per hour

### **Curriculum Outlines and Teaching Policies to match your programs**

We can develop your own special curriculum Outlines and Teaching Policies and even write your day to day teaching program for you! We do all the research and writing to enable your instructors to do their job more efficiently and ensuring that every student is taught in the same fashion.

### **Our Fees**

Our fee for Curriculum Development and writing services is \$175.00 per hour

### **Video Production and Editing**

We can develop your own Training Videos to match your teaching and or enhance your training. Today's students need to be stimulated by action and we can provide you with all the necessary CD's /DVD's that will make your business stand out from the crowd. These productions are personalized for your own company based on your own requirements. Match your curriculum with DVD's!

Our fee for Development/Filming/ Production/Editing/Final Staging is \$500.00 per hour

Our fee for Video Production and writing services is \$500.00 per hour