

Resume Reviews & Job Application Packages

With an increasingly competitive job market, it is vital that your approach to the recruitment process is well thought through and fully informed. Your resume needs to stand out, your cover letter and job application form need to be tailored and relevant and you need to be well prepared for the interview.

Incite Coaching offers a variety of services to ensure that you can make your career transition is well informed and that you are fully prepared.

Resume Reviews

Our experts will review your resume and make relevant changes to ensure that it acts as the sales tool it is designed to be. We will ensure that it captures the reader's attention in the first 3-5 seconds, provides relevant and useful information, and sells the benefit of hiring you over other applicants. You will also receive a report explaining the changes we have made so that you can use this for future applications.

Graduate Resume -	\$70
Standard Resume -	\$110
Executive Resume (or those with over 8 pages) -	\$150

Resume Re-writes

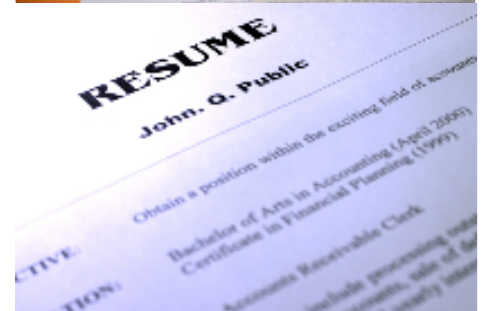
If you have lost your resume or don't have a soft copy, we will totally re-write your resume, ensuring that it acts as a sales tool and captures the reader's attention. We will provide you with a report detailing the changes we have made and a soft copy of your resume for future.

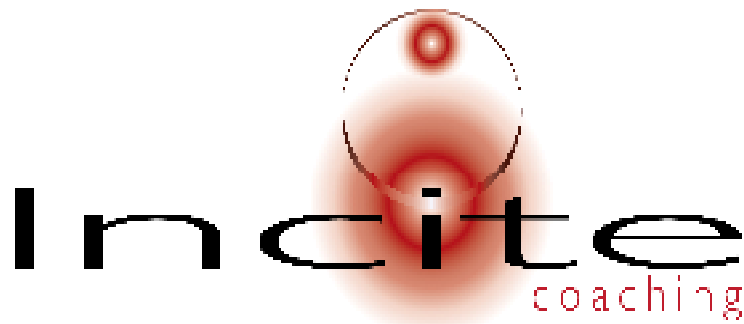
Graduate Resume -	\$100
Standard Resume -	\$150
Executive Resume (or those with over 8 pages) -	\$200

Cover letters

Designing a tailored and specific cover letter is vital. Your cover letter will respond to the specific requirements of the job, as detailed in the advertisement, to ensure that the employer is enticed to read your resume. Executive cover letters will include an Executive Summary or addendum as required.

Standard Cover letter -	\$60
Executive Cover letter -	\$100





Selection Criteria

Successfully answering selection criteria is an essential part of applying for any government position. Ensuring that your answers are relevant, succinct and specifically relate to the position will increase your chances of success. You will have a detailed conversation with our specialists to uncover your most relevant experience and we will review or write answers to selection criteria on your behalf.

**Selection Criteria Review -
Written Selection Criteria -**

**\$50
\$40/question**

Interpreting Job Descriptions

Interpreting a job advert or job specification is essential to being able to respond in the required manner. Our techniques will show you how to interpret an advert and explain how you can tailor your resume to match. After finishing this 40 minute session, you will be able to tailor your resume for any job.

**Telephone session -
Face to face session -**

**\$120
\$150**

Interview techniques Session

57% of your communication comes through your physiology, 36% comes from the Tone of your voice and only 7% comes from the actual words that you use. How are you presenting yourself at interview? Are you maximising your communication? This 60 minute session will teach you strategies of leaders and highly successful individuals to maximise your impact at interview and beyond.

**Telephone session -
Face to face session -**

**\$150
\$195**

Mock Interview Session

This 90 minute session will prepare you for any interview. Our Coaches will simulate a 60 minute interview, including behavioural questions to help you prepare for your interview, and provide you with 30 minutes of feedback and coaching to ensure you get the result you want from your interview.

Face to face session -

\$250

* All prices quoted in AU\$ including GST
Payment terms available

