



# DEFENCE FAMILIES RELOCATION SUPPORT

CREATING CONTINUITY IN YOUR CAREER

Everyone has a specific part of their job that they really, genuinely enjoy. For me, it's supporting Defence families as they navigate big life changes. Whether that looks like a new posting or getting ready for a transition from service, I've got it covered. Why? Because my family have lived it, and I understand exactly how those challenges can feel!

## Resumes, Cover Letters and Selection Criteria

### **Graduate: Fresh Graduate or School Leaver with less than two years of total experience**

Resume: \$379

Cover Letter: \$129

Selection Criteria and Pitch Documents: From \$79 per 400 words

### **Professional: Professionals with over two years of work experience**

Resume: \$579

Cover Letter: \$149

Selection Criteria and Pitch Documents: From \$99 per 400 words

### **Management: Team leaders, mid-level managers, EL1 and 2**

Resume: \$879

Cover Letter: \$169

Selection Criteria and Pitch Documents: From \$129 per 400 words

### **Executive: C-Suite executives, Directors, General Managers, SES Bands 1, 2 and 3**

Resume: \$1279

Cover Letter: \$229

Selection Criteria and Pitch Documents: From \$199 per 400 words.

**We understand your situation and job hunt are unique.**

**Check out the extras, and let's create a package just for you.**

### **Career Clarity Session \$229, 1 hour**

What we cover in these sessions is entirely dependant upon your unique situation. It could be something as simple as how recruitment agencies work and what they can do for you, or we could be drilling down into your transferable skills and how to make a big career leap.

If it's related to your search for work and it causes you concern – let's chat.

### **Additional Cover Letters - Take \$30 off the price of a cover letter**

Do you have experience in a range of fields? Are you currently studying for a career change? Not too sure which type of role you would like to pursue in your new location? Cover your bases with an additional cover letter.

### **Interview Coaching Session \$189 for 1 hour**

This session will be held either over the phone or via Zoom. We discuss any aspects of the job application process that are causing you concern. For example, you may ask questions about interview attire, how to discuss salary expectations or how to follow up an application. If it's related to interviewing and it causes you concern – let's chat. You will also receive written materials relating to the topics we discuss that you can refer back to at any time.



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## **Selection Criteria Support \$279**

We arrange a time to chat either over the phone or via Zoom so that you can learn how to answer selection criteria effectively. We will proofread and provide feedback on one set of criteria to ensure that you are answering the questions correctly and choosing the very best examples from your work history.

## **LinkedIn Review and Update Graduate \$170, Professional, Management and Executive \$229**

As part of this service, we completely re-write your profile to provide an enticing summary that captures who you are, what you are doing and what you want from your career. We eliminate any spelling or grammar issues, update your work history and provide guidance on a professional LinkedIn picture and how to make the platform work for you.

## **LinkedIn Headshots \$110**

Leeanne is part of the Elite team, and not only is she a fantastic writer, but she's also an AIPP accredited photographer. This is an add-on to our Linked-In service (think along the lines of, "would you like fries with that?") and is available to Canberra based clients. You will receive 30 minutes of Leeanne's time, and two professionally edited images suitable for your LinkedIn profile.

## **Document Review Call \$150**

Have you created your own selection criteria or cover letter, and would like someone to go over it with a fine-tooth comb and make sure it's perfectly aligned with its purpose? This is for you. This is the nitty-gritty, nut it out stuff. We're not talking feelings - we're teaching strategy. Your documents. Our expertise. Real results.

This service can be used for cover letters, selection criteria or pitch documents. It does not include resumes.

## **DISC Dominant Characteristic Profile \$65 - can only be booked with a writing or coaching service**

Maximise your personality strengths and use your natural motivators to accelerate your career growth with DISC profiling. A DISC profile is incredibly valuable for anyone wanting to make a career change, become a more effective communicator or improve their workplace relationships. You receive a link to a questionnaire, and then within 48 hours you have your report back! If you're prepping for an interview or writing selection criteria and want some insight into your own motivators - this is the edge you need. We use these to supplement a coaching session or guide a writing service, which is why they cannot be purchased as a stand alone.



Hi! I'm Adriana.

I spent my corporate career working in HR and recruitment, all the while supporting my wonderful husband who served with the RAAF for ten years. I've packed us up, moved us around the country and found a new hairdresser, coffee shop and doctor more times than you can shake a stick at. It's safe to say, we are very familiar with the challenges that the mobility of Defence life can present!

We now live in Canberra where I run a career development company. My team and I craft top notch resumes and application documents, conduct writing services for major service providers, and recruit and refer contractors for some truly excellent local consulting agencies who supply resources to the Department of Defence.

Working with families going through change is something close to my heart, and I would love to support you!