

CAREER ADVISORY SERVICE

The Global PA Network is delighted to announce the launch of its Career Advisory Service to support you and your career.

Our Career Advisor is Jane Garrard, a Career Management Consultant. Jane has spent the majority of her career in the recruitment industry both here in the UK as well as overseas - in Ireland and the Czech Republic. For the past nineteen years she has supported clients with their diverse recruitment needs across a wide variety of sectors – accountancy, financial services, investment banking as well as public services to name a few.

As a result of this, she has firstly developed an in depth understanding of what recruiters are looking for and secondly, has had extensive experience in offering careers advice and guidance to many different types of professional, whether graduates or those in senior management roles. As a Director for the last ten years, she complements this expertise with her proven success in training, coaching and career development which was an integral part of her operational management responsibility and the area she enjoyed the most.

Her expertise can support you in creating interview winning CVs, writing impressive letters of application, improving your performance at interview, researching the recruitment market, maximising your networking skills and in helping you to develop a clear career development plan for the future

A. OUR CV WRITING SERVICE

This service offers an in depth career consultation resulting in a professionally presented CV highlighting your key skills and achievements aiming to impress future employers and helping you to secure interviews.

- Benefit from our specialist knowledge of the secretarial and professional office support market and our understanding of what recruiters are looking for
- A highly consultative process working in partnership with you from beginning to end – we are not just a CV writing service. Our aim is to get you the interview for the job you want!
- Satisfaction guarantee – we will keep working with you until you are fully satisfied
- Peace of mind - once your CV is complete, we will be on hand for a six month period to help answer any general recruitment questions you have and amend your CV for roles where a more tailored approach may be necessary

ENTRY LEVEL CV

With up to twelve months experience as a PA, Secretary or other Professional Office Support role

Price: £90

MID CAREER CV

Midway through your career and in a well established position in a Professional Office Support environment

Price: £125

EXECUTIVE/MANAGEMENT CV

A board level Executive Assistant or PA or in a management role in a Professional Office Support environment

Price: £160

The first stage of the process is for you to forward your current CV to our Consultant. After an initial assessment of this CV and consultation with you, we will send you a questionnaire tailored specifically to you asking for additional information to ensure we have all the relevant facts and figures we need. You can then complete this on your own or in consultation with us. If you don't have your own CV, don't worry, we will start with a questionnaire.

We then start work on your CV and aim to forward you an initial draft within three to five days. We then adapt and amend the CV in consultation with you until you are fully satisfied.

You are able to contact your Consultant by email or phone throughout the process and once our service is complete we are happy to work with you for a six month period amending your CV where necessary for specific roles and helping to answer any recruitment issues you may have.

Your CV will be sent to you in Word format upon completion

Contact us now to discuss how this service can benefit you and your career!

E: enquiries@globalpanetwork.com

T: 0845 257 4804

B. OUR WRITTEN APPLICATIONS SERVICE

This service can support you by ensuring the application forms you submit or the letters/emails of application you write present you in the best possible way and effectively answer what has been asked of you

- Ensure your application stands out from the competition and puts you in the position of front runner for interview
- We will work closely with you to understand your needs ensuring that your written application conveys the messages it needs to

APPLICATION FORM COMPLETION

Application forms can today be of varying lengths and formats so simply email your request to us and we will send you a quote for your needs

COVER LETTER FOR SPECIFIC JOB APPLICATION

A cover letter tailored specifically for the role and industry you are applying for

Price: £35

STANDARD COVER LETTER

A professional and effective letter targeting the type of role and sector you wish to be in

Price: £35

Should you wish us to help you with this service, the first step of the process is to have an in depth discussion with us about your aspirations and requirements. Based upon this, we then compile the relevant letter and forward you an initial draft for your comments. We will then adapt and amend the letter in consultation with you until you are fully satisfied.

Your letter/email will be sent to you in Word format upon completion

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C. INTERVIEW COACHING

Depending upon your needs we can help you to prepare and research for your interviews, present yourself in the most positive light, handle those

challenging interview questions and show you how to successfully respond to competency based questions.

- Build your confidence at interview in telling and selling your story
- Practice your techniques in a no pressure environment and improve performance from the feedback we can give you
- Understand what may be expected of you – panel interviews, assessment centres, aptitude and personality testing for example
- Once our coaching sessions are complete, stay in touch with us and tell us your interview feedback so we can continue to offer you support and guidance in your career search

One session: £ 60

Two sessions: £110

Three sessions: £150

If you would like to take advantage of our interview coaching service then contact us for an initial consultation so that we can understand your needs and tailor our service to you individually. Once both parties have agreed your objectives we will organise a suitable time to do our coaching session with you

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