

Job Launch Pad Career Consulting Client Agreement

Online Portfolio Package: Total Cost \$200.00

You will be contacted for a personal discussion so we may get to know you, your goals, your experiences and abilities, and your desired position. During this conversation you will be asked to provide your work history, photographs, biography information, a list of references, as well as personal endorsements and contact information. It will be important for you to also provide information about any special talents or abilities, personal characteristics (leadership qualities, quick learner, Mr. Fix-it), and awards or accolades. You will be provided with your own personal email account (yourname@jolapa.com). You may use this in your job search and for communication with your personal consultant.

Initial work will begin immediately on writing your resume. It may be necessary during this process to get in touch with you for additional material and details. We will also contact you to assure you that your completed, professionally written resume meets with your approval. In addition to your resume, a cover letter will be prepared and furnished to you. It will be written in a way that easily allows you to tailor it for each specific job application. During this period of development, we will also combine your photographs and information to create your six customized Web site pages. Upon completion of your resume and cover letter, a Compact Disc (CD) will be mailed to you, which will include multiple formats (MS Word, PDF Format, .TXT version) of these documents. You will also be provided with 250 customized business cards and a complimentary copy of Richard Nelson Bolles book "What Color is Your Parachute."

Your consultant will identify and secure an available domain name (example:www.yourname.com) to your liking. At this time your Web site will be launched on the Internet. To ensure your site is more easily found by potential employers, Job Launch Pad will provide Search Engine Optimization. This makes your site available to search engines such as Google, Yahoo, Alta Vista, and many more. Think of this as a service that promotes and calls attention to your Personal Resume Web Site.

During the initial six months of your Personal Resume Web Site's contract, update requests will be received monthly by Job Launch Pad. The purpose will be to keep current with any advancements in education, awards and accolades, or employment changes. After six months, your contract to continue your Personal Resume Web Site presence on the Internet may be renewed for six additional months at a cost of only \$50.00.

You will also be provided with two 1-on-1 interview coaching sessions which will include mock interviews as well as a question and answer period for you to ask any questions you may have with regards to your approaching interview.

If you feel at anytime your consultant is failing to meet the services listed in this agreement, please make it known to him or her and refer to this signed agreement. This agreement is effective the date your payment is received by Job Launch Pad.

Signature of Job Launch Pad Client

Signature of Job Launch Pad Consultant