



Going back to work can be daunting, where does one even start? It does not need be a scary process. I have over 12 years experience in recruiting and human resources plus I am also a mother of two little boys. Let me be your guide and confidant. Together we will:

- Identify which type of positions best suit your skills, experience and personal needs
- Get your knowledge up to date so you can really talk the talk!
- Develop an eye catching resume
- Target where the opportunities are and how best to apply for them
- Ensure that the first point of contact with the potential employer or recruiter will hook them in!
- Run through all potential types of interviews and screening processes to ensure that you are comfortable and confident
- Presentation skills
- Closing the offer, making sure you have got what you are worth and that the contract is sound.

Let's have a no obligation meeting over a coffee and see if this approach will work for you. There is only a fee when you get a job!

Contact: Tania on 0419 665 956.