

## Career Transition Services

**C**areer transition may begin with your proactive decision to plan for a career change or your response to changes in your organization or position.

**O**ur proprietary Career Strategy methodology is designed to help you make a smooth transition into new and rewarding work regardless of the reason.

**We** provide compassionate guidance and a structured program that typically includes a combination of **personalized coaching, skills-building and strategy sessions, career planning tools**, hands-on **resume editing**, as well as **preparation for interviews, networking, and other career related discussions**.

Programs are customized to meet the unique personal needs of each career transition.

### OUR COACHING PROGRAM – CAREER ACCELERATOR®

**Career Accelerator®** is a program built around a coaching partnership. It begins by taking an in-depth look at where you are now to increase your insight into your strengths, interests, and career goals. We continue by helping you create and execute a plan that will move you forward to your goal.

**As** part of your plan, we focus on helping you **market yourself with confidence**, develop an **excellent resume**, and prepare for **interviews**. We also work together on **networking** and other **job-search strategies**. And because career transition doesn't end after finding the right new job, we'll support you through the equally important on-boarding process to ensure a strong start focused on quick wins and long-term success.

### OUR RESUME AND INTERVIEW PREPARATION SERVICES

Included in our coaching package and offered separately is our Career Accelerator® resume package. We'll help you create a strong organized presentation of your experience, strengths, and accomplishments in a way that will distinguish you from the crowd.

To increase your poise and to help you project confidence and readiness for a new role we will also help you with interview preparation and practice.

### JUST-IN-TIME SERVICE

Whether you are:

- ▶ In the process of making a career change
- ▶ Thinking about making a change soon
- ▶ Wanting to prepare for the future

...our customized approach is just-in-time to help you move to where you want to be next.

**With a quick and confidential conversation or email**, we'll recommend an approach to best meet your career strategy needs. In no time, our just-in-time approach will produce real-time results.

Call NJ Office (609) 945-1880 | FL Office (772) 978-0641 | Fax (866) 352-3143

Or Email [info@careeraccelerator.net](mailto:info@careeraccelerator.net)

Career Accelerator is a service offered by Catherine O'Donnell and Associates

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