

You Have Challenges. We Have Solutions.

Social Media Marketing & Training
Web Based Business Solutions
Web Design • Web Hosting
Email Marketing • Digital Signage
Video Production • Animation
Graphic Design • Project Management

GBS
Gibbons Business Solutions

Holly L. Gibbons

PROFESSIONAL LEVEL

Career Development Services

New Professional Level Resume

Getting the Professional Level job that you want won't be easy. You have put the time, effort and investment into building your training and experience, so submitting a "cookie cutter" resume is doing yourself a disservice. Isn't it worth investing just a little more to make sure your job search documents represent you as a quality job candidate? Our resume writing service is not "cookie cutter" either. It begins with an interview with our Professional Writer, providing us with your personality, your goals, the details of your education, skills, volunteering, and any previous work experience. Our Professional Writer will then craft an eye-catching, professional quality resume suitable for the type of work job you are seeking, and make you stand out among the other applicants. The rest is up to you! Don't stop with your resume; especially at the Professional Level, having a complete document package, including a resume, cover letter and thank you letter, is critical to portraying yourself as a quality candidate. (Consider our Professional Level Package below).

Proofing & Editing an Existing Resume or Cover Letter

Although we recommend that you have a professional and unique job search document package, we can also help improve the quality of your existing resume, cover or thank you letters. We will work with your existing Word format document, checking it for grammar, spelling and formatting. While we can't promise that you will stand out from the crowd, we will make sure you come across as professional and competent.

Editing, Proofing & Updating an Existing Resume

Our professional writer will work with your existing resume in Word format, check it for grammar, spelling and formatting, add any new information and help you to highlight the education and skills appropriate to the type of work you are pursuing. This service does not include re-design of the document, which we suggest you consider as well. (See our New Professional Level Resume service above). Especially at the Professional Level, we can't stress enough the importance of a consistent,

quality look for your application package that gets you noticed, so consider our complete Professional Package below.

New Professional Level Cover Letter

A resume without a cover letter is like a person that walks into a room and doesn't introduce themselves. It's a detail that employers look for (along with a thank you letter after the interview), and will make you stand out among the other applicants. Our professional writer will create a cover letter template that puts your best foot forward, and that you can edit for any position you apply for. We will design it to be unique, match the style of your other job search documents and provide you with a Word format copy that you can easily update and edit with your interviewer's information.

Professional Bio

Whether you are self-employed or work for a company or non-profit, bios are often needed for various purposes, such as press releases, company staff directory listings, artist statements, websites, newsletters, brochures and more. Our Professional Writer will create a great bio for you that condenses your education, experience, skills, volunteer service and accomplishments, and promotes you in a professional manner. This begins with an interview and review of your resume. Our Professional Writer will craft either a general bio, or one geared toward a specific use, depending on your needs. You should have a professional photo of yourself to submit with your bio. If you don't have one, you can schedule a photo shoot with our in-house photographer.

Thank You Letter Template

Employers like people who follow-up and it's worth the extra effort to show you are one of those people. Our Professional Writer will design a thank you letter template in Word format that you can customize and send to the businesses that you interview with. This puts you "in front of" your interviewer once again, reminding them what a great candidate you are for their needs. Again, we recommend that your resume, cover letter and thank you letter all coordinate in design, so consider having GBS create all three documents for you to make sure you stand out in your interviewer's mind! (See our Professional Level Package for significant savings on purchasing all three documents).

Thank You Letter (Edited)

If you prefer to have our Professional Writer edit the thank you letter we've created for you for subsequent job interviews, we will edit the content as necessary including information you provide relevant to your interview, inserting the appropriate salutation and mailing address, then provide you with a digital copy for printing, signature and mailing.

References Sheet Development

While not every Professional Level job search needs a References Sheet, many do. Whether you are self-employed and using this to give customers on request, or are applying with a company that checks references for security reasons (and nearly everyone is concerned about security these days), this document will be an important job search tool. Our Professional Writer will create a sheet of your personal and/or professional references based on your needs. You provide the contact information and we will create an attractive, professional document in Word format that you can update as necessary in

the future. This will have the same great look and professional quality as the rest of your job search documents from GBS.

Professional Package

Let's make this simple.....hire GBS to create a complete, custom designed document package for your professional job search. We will take the time to identify a style that represents you, highlight all of your education, skills and experience, and make you stand out in your interviewer's eyes and memory. Our Professional Package includes a resume, cover letter, thank you letter and references sheet, with digital copies of each document sent to you to print, sign and mail. We create your documents in Word format so that you can make future updates yourself if you wish. Purchasing these services as a package is a significant savings off our a la carte prices for these documents!

Professional Bio & Head-shot Package

Professional level positions often require a bio and professional quality photo to use in company directories, press releases or on the company's website. If you are an independent professional, you may need these for your website, your portfolio, or for your Board and volunteer positions. GBS can create these for you individually, but packaging them will save you \$12 off the individual prices for these two services!

Portfolio Creation – (Call our office to schedule a consultation and quote).

Every professional should have a portfolio of some type, to show to prospective employers or customers. Our team will help you create an individualized portfolio of your work and/or projects you have created, led or played a major role in. Whether this consists of images, documents or videos, we will help you determine the best format: a binder, a website, or a Cloud-based online directory. We will start with a consultation to discuss your experience and needs, the type of materials to be included, and to review the extent of your portfolio, then make recommendations and provide you with a quote based on your needs.

If you need photos of your work, GBS's in-house photographer can take high quality digital photos of your artwork, products or projects to use in your portfolio, on your website or social media channels. See our Photography services on our Business Marketing page and call our office to discuss your needs.