

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

## **ENTRY LEVEL**

### **Career Development Services**

#### **New Entry Level Resume**

The Entry Level job market is tough, with lots of applicants competing for the same jobs. You will need a great resume to put you ahead of the competition, and our Professional Writer can help. The process begins with an interview with our Writer so we can learn more about you. You will need to provide us with the details of your education, skills, volunteering, any previous work experience and a list of your references. We will then design an entry level resume and a references sheet suitable for the type of work you are seeking, and good looking enough to make you stand out among the other applicants. We will provide you with Word format documents so that you can make future updates as needed. The rest is up to you! Don't forget that your resume will need a cover letter, and that a thank you letter is always a good idea to strengthen your position in your interviewer's mind. (See our Entry Level Package below to save on all these services).

#### **New Entry Level Cover Letter**

A resume without a cover letter is like a person that walks into a room and doesn't introduce themselves. Our professional writer will create a cover letter that will make that first introduction for you and encourage a closer look at your resume. We will design it to match the style of your other job search documents, and provide you with a Word format file that you can easily update with your interviewer's information.

#### **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. We start with a discussion about the type of position for which you are applying. Our Professional Writer will then design a thank you letter template 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. 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 with your interviewer! (See our Entry Level Package below).

**Thank You Letter (Customized)**

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

**Entry Level Package**

Okay.....let's make this simple. You need all three documents for your job search: a resume, cover letter and thank you letter. Our Professional Writer will create a complete, custom designed document package for your entry level job search in Word format so you can update it as necessary. We will highlight your education, skills and traits that will make you stand out as a great candidate in your interviewer's eyes. You will receive a digital copy of your documents, ready to update, print, sign and mail. Purchasing these services as a package is a savings of \$22 off our a la carte prices for these documents.