

Virtual PA Plus

Specialist service for job seekers

What we can offer

Whether out of choice or necessity, the process of finding a new job requires skill, knowledge, time and, of course, persistence.

We can help with all aspects of this process and provide all the services listed on the right in an easy and cost effective package.

The initial set-up process includes a two hour meeting and unlimited CV or Resume changes for the first 30 days.

Key features

1. Production of high-quality and professionally produced full colour CV, with unlimited free changes within the first 30 days (with assistance and guidance in writing).
2. Personalised job application letters.
3. Identifying, creating entries and monitoring suitable job sites on your behalf.
4. Confirming and scheduling interviews.
5. Letters of introduction to companies where unadvertised opportunities might exist.
6. If required, assisting with finding interim freelance or contract placements.
7. Telephone support and advice.

Pricing

Initial set-up to produce your Resume/CV and understand your job search criteria is £195, plus VAT. Includes items listed and one-off two hour consultation.

Ongoing services are then provided on a 'pay as use' basis at £14.50 per hour.

All prices exclude VAT and costs (e.g. postage etc).

Options

Interview skills coaching – call for details.



Work smarter – not harder

