



Services and Rates

Career Marketing

Career Coaching Services ([click here](#))

Flexible payment plans for all services over \$175.

Career Marketing Services	DESCRIPTION	RATE
Resume	A professionally crafted customized document that integrates profession and industry related language Federal resume No Additional Cost <ul style="list-style-type: none"> Resume posting to over 80 online job boards. List of job search tips and professional development resources. Rate reflects 3 page limit. Additional pages \$15 per page. Federal resume rate reflects 4 page limit. Additional pages \$15 per page	\$85 Non federal
INCLUDES 2 formats: MS Word (RTF), PDF & 1 annual update		\$95 Federal resume
Immigrant & non-immigrant Visa resume	A resume is a basic required document for immigrant and non immigrant Visa. Present your skills in a way that US employers will want to petition for your entry. Interview preparation service, below is highly recommended and available at a 10% discount. No Additional Cost Resources for immigrant and non immigrant visas applicants, including list of US companies hiring immigrants with visas.	\$95
H1B formatting and layout		
Curriculum vitae	Tailor your professional history and success into a cutting-edge results oriented document that showcases your academic and professional achievements and potential. No Additional Cost <ul style="list-style-type: none"> List of job search tips and professional development resources. 	\$95
INCLUDES 2 formats: MS Word (RTF), PDF 1 annual update		
Essays responses to supplemental questionnaires	<ul style="list-style-type: none"> Responses to supplemental questionnaires, when required, are considered as part of the application screening process. Urban Career 	Phone for rates

	Coach develops concise position-specific responses that will get you short listed.	
Teacher portfolio/dossier	Present an authentic representation of your teaching experience and skill based reflections. No Additional Cost	
INCLUDES 2 formats: MS Word (RTF), PDF or hard copy via US mail.	<ul style="list-style-type: none"> List of professional development resources. 	
KSAs	Example-driven statements that present your experience in organized, precise, narratives, highlighting your unique qualifications, integrating job-series specific “buzzwords.” We are very proud to say that the KSAs we develop have an over 90% agency response rate. No Additional Cost	\$189 \$45 each additional KSAs narrative.
MS Word (RTF), PDF	Tips to prepare for the federal job interviews	
Top		
Cover letter	Complement your resume with a focused cover letter. No Additional Cost: We will complete your professional reference list	\$39.95
INCLUDES 2 formats: MS Word (RTF) & PDF		
Diversity statement	One page statement describing your commitment to promoting equity, acceptance and understanding. Other pre employment documents, e.g., Thank you notes, start at \$17.89.	\$17.89
INCLUDES 2 formats: MS Word (RTF), PDF		
Interview preparation	Proactively prepare for your next interview with two interview practice sessions that include skill and behavioral-specific questions. Choose digital video-conferencing (VC) to simulate a real time, face-to-face interview (We use Skype & Adobe Acrobat Connect) or choose an over the phone interview (PI) session: Requirements for video conferencing interview: Internet connection, webcam & microphone. No Additional Cost	\$250 -VC \$182 - PI
INCLUDES: Two 45-60 minute, highly structured, video recorded mock interviews or over-the-phone interviews. Includes interview critique/analysis.	Interview debriefing (See below for description).	
Interview debriefing	Sessions designed to systematically critique your performance and the overall interview process following a real interview. This service also provides email support for up to 30 days while awaiting a call back. No Additional Cost	\$52 \$27 Additional debriefing or post hire sessions.
	Includes one 30 minute over-the-phone post hire session to assist with those first days on your new job. The over-the-phone session is a great way to experience a mini coaching session.	
LinkedIn page	Build your online professional presence, post your resume & professional profile on LinkedIn, a social professional networking website.	Contact for rate

Career Coaching Services	DESCRIPTION	RATE
Individualized Professional Development Plan	An Urban Career Coach will assist you in designing your career plan and establishing and achieving professional development goals.	\$565.00
INCLUDES: A step-by-step 90 day process that involves career interest assessments, engaging personal assignments and readings, weekly email support, personalized attention & guidance in developing SMART goals, three 35 minute 1-on-1 phone-based coaching sessions.	No Additional Cost Choose a customized resume & cover letter or a 35 minute over-the-phone interview preparation session.	
	<p>Elaine Barringer, PhD personally delivers on site job ready development and training workshops for groups.</p> <p>Topic training areas:</p> <p><u>Hard-skills</u></p> <p><i>Microsoft:</i> Windows, Word, Internet Explorer, Project, Excel, Access, Outlook..</p> <p><i>Adobe:</i> Dreamweaver, Photoshop, Captivate, Acrobat, Acrobat Connect.</p> <p>Other: Statistical applications: SPSS, video conferencing, developing online programs and training, program evaluations.</p> <p><u>Soft-skills</u></p> <p>Developing career marketing tools (e.g. resumes, cover letters, interview techniques).</p> <p>Interpersonal communications: Team management.</p> <p>Personal goal achievement.</p> <p>Time management.</p> <p>English for specific purposes.</p> <p>Writing for specific purposes.</p> <p>Netiquette.</p>	For inquiries or to schedule, email Elaine Barringer

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