

# UNLOCK

## YOUR CAREER POTENTIAL



Searching for a job isn't easy. Neither is managing a career. But with the right partner on your side, the whole process becomes more manageable - and your goals become more attainable. Jobbook.lk is here to deliver career opportunities and career guidance that are right for you every step of the way, so you can focus on reaching your next moment of career success.

### Free CV review

Need a professional to give an honest opinion on your CV? Simple. Take advantage of our FREE CV Review service!

Send in a copy of your CV to [cv@jobbook.lk](mailto:cv@jobbook.lk) and one of our professional CV writers will assess it and email you with their suggestions as to how it could be improved to ensure it is viewed more positively by a prospective employer. One of our CV writers will look carefully at a wide range of important criteria, from common mistakes to content and presentation and deliver a review indicating exactly what can be improved - and where.

Claim your free CV review today!

### CV writing

Jobbook.lk CV writing service provides a top-quality, one-of-a-kind resume customized for you, ready in 3-5 days in four career levels with 100% Satisfaction Guarantee.

Choosing your career level is easy. Just follow the guide below.

- Entry level** : If you have fewer than 1 year of overall work experience—no matter which field you're in or position you're seeking.
- Executive level** : If you have fewer than 3 years of overall work experience—no matter which field you're in or position you're seeking.
- Managerial level** : If you have more than 3 years of overall career experience within any industry if you're not seeking a Director level position or above.
- CXO level** : If you are seeking—or have previously held—one of the following positions: a Director-level position, senior management, Vice President or if you are a consultant, self-employed, a doctor, or attorney.

Here's how Jobbook.lk creates your CV.

- A Telephone Consultation** : A personal resume and branding strategy session with your CV writer to discuss your CV, career history, positions/opportunities you want to target, and job search goals.
- Resume Creation & Review** : After crafting your new resume and submitting it to our senior consultant for review, we deliver your CV draft within 3-5 business days for your review. We will make any revisions you would like until you are 100% satisfied and in happy with your new resume.
- Delivery of Final Documents** : You will receive your new CV in the two most popular formats Microsoft Word and Adobe PDF.



## Cover letter writing

Our cover letter writing service offers a wide range of professional services in custom cover letter writing industry from experts, who are well-specialized, experienced and fully aware of what employers are looking for with 100% Satisfaction Guarantee\*. Our competent cover letter writers will make sure the document you have ordered is tastefully written in a professional manner, well-presented and catches the eye of a potential recruiter or an employer.

## MyJobAd™

MyJobAd™ provides free job hunting advertising opportunity for jobseekers to secure best job opportunities in the market. This allows us to more easily pinpoint pools in-demand talents and active job seekers for upcoming vacancies.

## Hireme™

We will post your CV for you on latest career opportunities through our professional network and an alliance community. No more worrying about the correct resume and cover letter version to post, we will take care of that for you. This service gives your profile massive exposure while saving your time of job search and applies for jobs. You can rest easy that your CV and our Hireme™ service will produce results. We guarantee interviews within 60 days with 100% Money-Back Guarantee\*.

## SMS™ (Social Media Support Service)

Is LinkedIn creating valuable job opportunities for you? It certainly should be! When recruiters search LinkedIn looking for candidates in your line of work, you want them to find you - and then choose you. Having a professionally written profile makes this much more likely, dramatically increasing your chances of getting the job you want - the job you deserve.

### What does our LinkedIn profile writing service include?

We will give your LinkedIn profile a complete overhaul. We will:

- Research and provide search engine optimized keywords so that recruiters can easily find you
- Write a profile that shows your professional personality and makes you stand out from the crowd
- Provide an enticing summary that captures who you are, what you are doing and what you want from your career
- Eliminate all spelling and grammar mistakes from your profile
- Make sure your profile has calls to action so that you get contacted

## Career Guidance Services

You'll find our career coaching useful whether you are trying to land your first job, returning to the workplace after a career break or simply looking to take another step up the career ladder.

### Career Guidance Counseling

Are you facing career decisions? Do you need some career advice? Our Career counseling service guides you in such areas as:

- Choosing or changing a career direction;
- Assessing abilities, interests, and priorities;
- Graduate school options and the admissions process;
- Facilitate self identification of career path and its development.

### Personal skills and capacity development counseling

If any person wants to know what are the skills/capacities needs to be developed, will be identified through a series of discussion and practical process. We will identify his/her immediate subject area/s to be improved in near future.

### Interview coaching

Why do some people almost always get the job they want? Because they know precisely how to truly excel at interview! What about You? Have yourself coached by the experts! When it comes to interviews, people often think, "Well, I'll just turn up and be myself." Which is fine, but it won't get you the job! Our expertise will help you to plan and prepare for an interview to stand out from many other applicants to make an impact.

### Contact us

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