

Executive Resumes & Career Resources

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Win the Job You Want.

Sally Clark, President, CPRW, JCTC

EXECUTIVE RESUMES & CAREER RESOURCES serves the needs of executives, professionals, managers and individuals at all levels who are serious about furthering their careers. Since 1976, the firm has offered a full range of "Power Resume" and career resources to help thousands of job seekers achieve successful career transitions. Our quality work enables us to **guarantee interviews in 30 days or we will revise for free.**

Founder Sally Clark operates EXECUTIVE RESUMES. Clark is a nationally published writer, Certified Professional Resume Writer (Professional Association of Resume Writers & Career Coaches) and certified Job & Career Transition Coach. Applying expert interviewing, analytical and writing skills, she and qualified associates consult with clients to identify accomplishments, define objectives and craft result-oriented resumes and cover letters. Our goal is to strategically position individuals in the marketplace and tell their "success stories."

We can develop personalized mail or email campaigns to recruiters and corporations, as well as targeted e-distribution to corporate and recruiter databases. To facilitate career transition satisfaction, Clark also coaches clients in areas such as assessment of strengths, career focus, search strategy, interview preparation and salary negotiation.

Clark's background features work for public relations firms in New York and New Jersey, as well as writing and editing positions at publications such as Time-Life Books and *Intellectual Digest*. A member of Career Masters Institute, Clark is a graduate of Douglass College - Rutgers University with a degree in English. Services include:

- **Power Resume** * Custom Resume * Presentation Format * Computer Archiving Available: * MS Word, Acrobat PDF, Scannable & Text Versions * Disk or Electronic Copies
- **Career Marketing** * Custom Letters * E-Distribution * Targeted Mail/E-mail Campaigns
- **Career Transition Coaching** * Assessment * Career Focus * Job Search Strategy * Interview Preparation & Salary Negotiation * Outplacement Support * Group Seminars
- **Business Writing** * Bios / Executive Profiles * Assistance with Marketing Letters, Proposals, Magazine Articles or Graduate School Applications * Public Relations
- **Consultations** * Personal or telephone consultations allow for evaluation of needs, development of career highlights and coaching support.

We work with individuals locally and nationwide. Our office is located near Rtes. 3, 46, 10, 280, 80 and the GS Parkway. MasterCard, Visa, American Express cards accepted.