



I work with professional associations and organizations, colleges, and universities to assist association members and students directly in their job and career endeavors. I have found the following model to be one that maximizes efficiencies for organizations as well as myself, and provides a maximum benefit for all involved.

For professional associations and organizations, I work with conference organizers at regional, national, and international gatherings. I work with individuals at universities who organize campus-wide career and job fairs. To schedule a one- or two-day program, contact: [jtkirk@austin.rr.com](mailto:jtkirk@austin.rr.com).

### **ONE-DAY PROGRAM (\$1995)\***

- Morning Session:* Group Presentations and Question/Answer Session
- Presentations on cover letter strategy, résumé writing strategy, interview strategy, post-interview strategy, and salary negotiation.
- Afternoon Session:* Twelve one-on-one 20-minute personal consultations with me to review cover letter and résumé (four hours, three consultations per hour). Consultations based on sign-up basis prior to program.

I also give professional associations and organizations as well as colleges and universities a 40% discount on all books ordered so they can resell them in a conference bookstore area or the school bookstore. Most conference organizers and college Career Day organizers give a copy of one of my books to participants/ students who register for the one-on-one consultations.

### **TWO-DAY PROGRAM (\$3495)\***

- Morning Session Day 1:* Group Presentation and Question/Answer Session (Same presentations as morning session for one-day program)
- Afternoon Session Day 1:* 12 one-on-one 20-minute personal consultations with me.
- Morning Session Day 2:* Group Cover Letter and Résumé Critiquing Session; Presentation on developing the PSKE™ Portfolio and strategies for its use
- I critique actual cover letters and résumés of participants, showing them what will and what won't get the attention of hiring managers. I also show participants how to use the PSKE Portfolio after the interview
- Afternoon Session Day 2:* 12 one-on-one 20-minute personal consultations with me.

Some professional associations are incorporating my résumé evaluation service as a new/ renewing member benefit. I discount this service from \$175 to \$50 per person (members pay the association directly). And for one professional association, members submit questions about job or career issues to the member services team, who forward those questions to me for response, which is uploaded monthly to the "Ask the Expert" association webpage at no charge to the association.

\*travel and other expenses not included. Fees due prior to start of conference.

## Comments from Conference Attendees who Participated in 1:1 Consultations

“J.T. Kirk provided a common-sense approach to solving complex career concerns...he was spot-on with his comments and solutions.” (*Chief Auditor, Central National Bank*)

“J.T. Kirk gave me practical feedback on my résumé, cover letter, and interview strategy...plenty of take-aways...” (*Chief Audit Executive, Louisiana Metro Government*)

“I received valuable career information that can help me NOW...I highly recommend J.T. Kirk’s focused feedback and tailored assistance...” (*International Bank Fraud Examiner*)

“I received specific recommendations about my résumé, cover letter, and how to stay in touch with potential employers...I’m glad this wasn’t just another ‘pep talk’ that I hear all too often from other career coaches...” (*Retired Accountant*)

“J.T. Kirk provided a solid validation of my current career objective, and his ideas on future opportunities for my expertise were most valuable...” (*Government Intelligence Analyst*)

“J.T. Kirk is an awesome and great resource...his specific recommendations for my résumé and *LinkedIn* page were most helpful...” (*Auditor, Bank Executive*)

“Many thanks, again, for lending your talents to the Career Connection. You definitely added value and we’re looking forward to working with you next year!” (*Conference organizer for international anti-fraud organization*)