



Bradford Career Services, LLC

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SERVICES:

Resume Review / Critique

- Speak to a seasoned recruiter one on one & receive guidance on how to rewrite your present resume to facilitate interviews,
- Ascertain tips on writing an effective objective or summary,
- Learn how to streamline relevant content & highlight strengths,
- Attain constructive suggestions on what to include & exclude in your resume,
- Uncover important information that should be contained in your resume.

Corporate Services

- Cost effective outplacement

Coaching / Guidance

- Identifying the right career for you,
- Setting realistic objectives,
- Handling job transitions,
- Negotiating salaries,
- Tips on working with Recruiters,
- Interviewing tips & role play options,
- Expanding your network of contacts
- Should you post your resume?