



Linda S. Jevahirian, President
Global Career Development Facilitator
Legal Recruiter · Career Coach

Career and Business Planning and Coaching

1. Goals

One Strategic Process

Establish SMART Goals

Are your career goals specific, measurable, attainable, realistic, and time bound? Do they advance your vision?

Research Opportunities

What positions have you explored? Are you looking for new employment, advancement at your job, or are you starting a business?

Success starts with a realistic target and a confident strategic plan



Invest in Yourself !!

2. Tools

Four Distinct Phases

Brand Your Image

Are all of your communication tools consistent with one theme ?

Write a Resume, Cover Letter or Business Brochure

Is your resume crafted specifically for the positions you are targeting?
Is your cover letter action oriented?

Assemble a Portfolio

Does your portfolio distinguish you from the competition by demonstrating your experiences and credentials?

Create a Business Plan

What do you use to guide your business activity?

Career transition, employment change and business planning can be confusing, frustrating and unexpected. Add to that the uncertainty of competing with thousands of applicants applying for the same jobs, and other small businesses vying for the same clients. Without a strategic plan you have the perfect mix for disappointment and failure.

At **Legal Search & Management, Inc.**, a Certified Global Career Development Facilitator (GCDF) uses a systematic approach to guide students, graduates and experienced professionals through the maze of career planning and employment change. We also coach individuals who are establishing a new business or growing a current one.

We will either create your marketing documents for you, or coach you through the process. This includes resumes, cover letters, elevator speeches, brand statements, business cards, digital profiles, brochures and business plans.

3. Opportunity

Eleven Specific Tools

Maximize Your Network

Are you connected to people who know about opportunities?

Prospect Opportunities

What is your prospecting strategy and how many calls have you made?

Present Yourself

What do you include in your elevator speech?

4. Presentation

One Critical Plan

Perform at Interviews and Presentations

Do you know how to explain your weaknesses and answer difficult questions?

Negotiate Compensation

How do you negotiate for the compensation you desire?



Linda says . . .

“Trust me. It isn’t just about the resume, it’s about the *Complete Package.*”



Career and Business Planning and Coaching Packages

Linda S. Jevahirian, President

Certified Global Career Development Facilitator
Legal Recruiter | Career and Business Coach

Linda S. Jevahirian founded **Legal Search & Management, Inc.** in 1990. She has a degree in education, a paralegal diploma, more than two decades of experience coaching and placing professionals in legal positions.

Her unique ability to motivate individuals to achieve their professional goals is founded in the belief that everyone deserves a gratifying and successful career.

Linda’s practice is focused on students, new graduates, and experienced professionals who are starting a new career, seeking advancement, re-entering the job market, changing careers and starting or growing a business.

Affiliate Member, State Bar of Michigan

Select from one of our convenient and affordable packages. We have combined related topics to optimize their effectiveness

For a more individualized approach, ala carte services are offered at an hourly rate

Schedule an Appointment
(248) 471-3443
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Career and Business Transition

- Research opportunities
- Develop a vision
- Establish “SMART” goals
- Write a business plan

Resume: Basic or Plus

- Edit and format resume (Basic)
- Write resume, cover letter, digital profile (Plus)

Network and Prospect

- Create business card
- Assemble portfolio
- Write and practice elevator speech
- Develop and practice network and prospect strategy

Interview and Negotiate

- Create business card
- Assemble portfolio
- Write and practice elevator speech
- Practice interviewing and negotiating techniques

Network, Prospect, Interview and Negotiate

- Create business card
- Assemble portfolio
- Write and practice elevator speech
- Develop and practice network and prospect strategy
- Practice interviewing and negotiating techniques

“Complete Package”

- Customize an all-inclusive package to promote your career and employment transition, or your business plan



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