



Coaching & Resume Services

In addition to conducting full recruiting and placement of real estate professionals, Asset Resource Group provides job transition coaching and advisory services to industry job seekers.

With 25 years of real estate specific experience, ARG can guide you in positioning yourself in the best light, capitalizing on your core skills and making the most of every job interview and networking opportunity. After an initial complimentary assessment, Asset Resource Group will provide the following fee-based services or guidance:

Resume

- ▶ **Review & evaluate resume**
Does your resume read like a job description or does it highlight the details of your individual accomplishments? Does it open with a Profile of Who, What, When, Where and Why of your professional career. Your current resume will be thoroughly reviewed and assessed and recommendations for improvement provided via a phone consultation.
- ▶ **Rewrite resume**
Your professional history must be well crafted, error free and define your skills by focusing on your achievements and contributions to each employer. If a whole new resume is warranted ARG will create a winning document drawn from information you provide.

Coaching

- ▶ **Networking techniques**
ARG will help you create or perfect your elevator speech to inform everyone you encounter what you specifically do and how it may benefit him or her.
- ▶ **Interview preparation**
Know your subject and desired outcome before the first handshake. Research and prepare questions that will set you apart from other applicants. We'll review the do's and don'ts, perform role playing and / or conduct mock interviews to sharpen your presentation skills.
- ▶ **After interview follow-up**
Letter... phone... email? Thank you notes are ineffective. Learn the proper protocol and how to sell yourself in every medium.
- ▶ **Negotiating tips**
Never speak of money first. There is an art to knowing and presenting your value to achieve the maximum for your efforts. Learn how to clarify your requirements, ask for what you want and enthusiastically accept or gracefully reject what is offered.