

# Job Seeker Services

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Whether you are planning your next non-profit leadership move, transitioning from the for-profit sector, or simply want to tap into our expertise about the non-profit sector, Koya can provide the knowledge and tools you need to strengthen your job search strategies and manage your career. With Koya's coaching and support, you can create an efficient and successful job search strategy and materials that stand out from other applicants.

## Phone Consultations

### **Resume & Cover Letter Review - \$125**

Koya offers a 45-minute resume and cover letter review phone session that can be scheduled at your convenience. The call is designed on an individual basis to provide customized support and detailed feedback on all of your application materials.

### **Sector Switchers: Resume & Cover Letter Review - \$140**

This call is designed specifically for job seekers who are transitioning from the for-profit to the non-profit sector. During the 45-minute resume and cover letter review phone session, you will learn how to present your materials in a way that resonates with non-profit hiring managers and lands you an interview.

### **Additional Executive Outplacement & Transition Consulting - \$250**

This is a two-part series for the more experienced job seeker that starts with a 45-minute phone resume and cover letter review session. After reviewing your materials and providing targeted feedback about your job search, an additional 30-minute phone coaching session is scheduled for guidance on any area of concern. Topics of discussion are identified before the call and include:

- developing a list of target organizations to approach
- building an "encore career"
- in-depth interview coaching
- advice about typical salaries and salary negotiation
- tips on expanding and using your network
- strategies for interviewing, including preparing for commonly asked questions and tips
- research and information about target organizations, including organizational culture

### **Additional Job Seeker Coaching - \$75**

Job seekers who have completed at least one of the above phone sessions may purchase an additional 30-minute phone coaching session to review any topic of his or her choosing.

## Frequently Asked Questions

### **Why should I choose Koya for this service?**

Our experience as executive recruiters has given us valuable insights on the hiring process, including how candidates can best represent themselves on paper and in person, as well as how to assess culture fit and negotiate offers.

### **Will Koya place me in a non-profit leadership position?**

This service aims to provide the job seeker with the knowledge and tools needed to execute an effective job search. However, we do not guarantee placement in a non-profit organization.

### **Who should I contact at Koya for more information?**

For more information about jobseeker services or assistance in purchasing your consulting session, please contact *Lydia Carothers, Manager of Candidate Services*, at 978-465-7500 ext. 4 or [lcarothers@koyaconsulting.com](mailto:lcarothers@koyaconsulting.com).