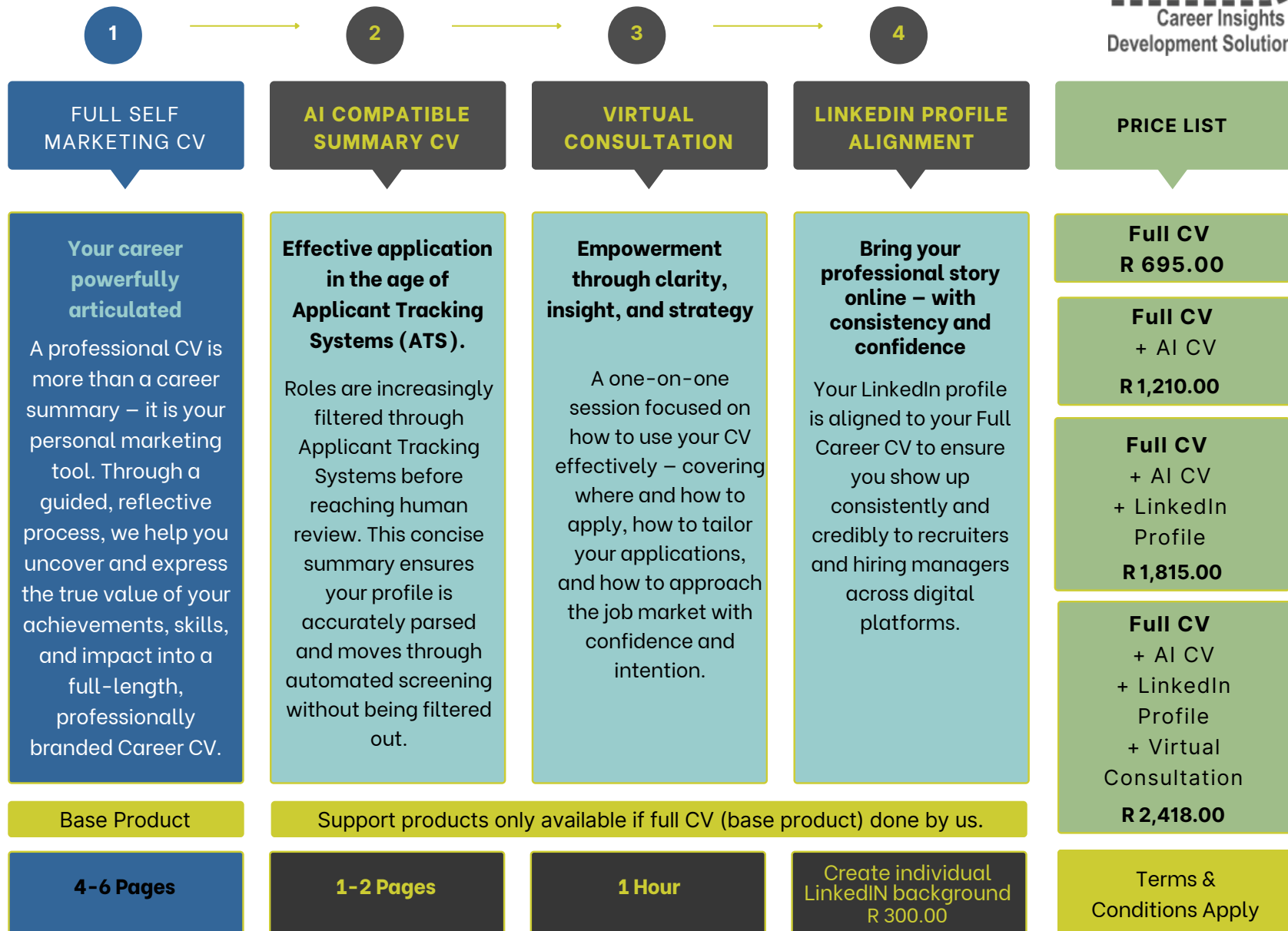


Career Progression Toolkit - Professional Profiling

A Career Progression Toolkit for Growth, Positioning & Success



PROCESS INFORMATION

The difference is not only in the document. It is in the strategic process of reflection, positioning, and intentional articulation that creates it.



STEP 1

PRE CONSULT

Set up free 30 minute Google Meet session

Client confirms services needed

Email Proforma Tax Invoice and Terms and Conditions to Client



STEP 2

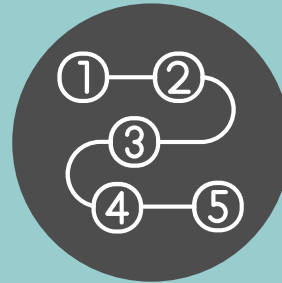
ACTIVATE ORDER

Payment Confirmed

Client provides most recent available CV.

or

Information to base CV first draft on.



STEP 3

PRODUCT SEQUENCE

- Full CV Draft
- Client Feedback
- Finalize full CV
- Finalize summary CV
- Set up virtual consultation
- Finalize LinkedIn profile



INFO

TIME DURATION

Interim process 2 -3 work days each

Subjected to duration of feedback from client.

Client must allow $\pm 3-5$ hours to complete the first draft.



INFO

PLEASE NOTE

Career profiling requires honest reflection on your responsibilities, achievements, and the value you have delivered in every role.

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FOR TRANSPARANCY

Refer to: Terms and Conditions of Service - Reference TCSBKJWS

Client role in the process	Professional Profiling: Career is a collaborative and structured process. The quality of your CV depends on the depth of reflection you bring to it. You will be required to complete a detailed set of clarifying questions and a self-skills audit – designed to help you identify and articulate your true professional value, not just your job history.
What the CV First Draft Involves	The CV first draft is not a cosmetic edit of an existing CV. It is a professionally guided process that repositions your experience for your target roles, translates your background into clear responsibilities and measurable achievements, and establishes the foundation for both your Full Career CV and Summary CV. Once this draft is used to finalise your CVs, only minor refinements are included. Major rewrites or the addition of new information after this stage fall outside standard scope.
Factors That May Affect Pricing	The Professional Profiling: Career fee is based on average scope and complexity. Pricing may be adjusted where complexity increases, including extensive career history across multiple roles or employers, long or highly detailed existing CVs, and CVs provided in formats that require manual retyping.
CV Length, Voice, and Editorial Discretion	Your voice, values, and intent are at the centre of this process. Professional frameworks are applied to ensure your CV is clear, market-relevant, and strategically positioned – but the person on the page is always you. Full CVs are limited to a maximum of 6 pages and summary CVs to a maximum of 2 pages. Content may be refined, condensed, or omitted to maintain focus and effectiveness.
LinkedIn Profile Alignment	Your LinkedIn profile is aligned to your Full Career CV, not the Summary CV. Role descriptions may be shortened or prioritised, and skills refined based on current market demand and LinkedIn’s taxonomy. This alignment is intentional – aimed at ensuring you are visible, relevant, and compelling to recruiters and hiring managers.
Virtual Consultation: If included, the Career Insights Virtual Consultation is a focused one-on-one session on how to apply your CV effectively. This includes navigating the job market strategically, tailoring applications, and approaching opportunities with confidence and intention. The consultation focuses on application strategy – not rewriting. Note: The consultation is only available as part of a Professional Profiling: Career package.	
Ready to take your career further? Ask us about our Professional Profiling: Executive and Professional Profiling: Board services – designed for senior leaders and governance professionals.	

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