

# Careers Reimagined

## Service Agreement

[Sample]

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Mark Cohen < Date >  
Coach's Signature      Date

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\_\_\_\_\_  
Client's Signature      Date

### Coaching Program: Career Exploration & Job Search Strategy

Part 1: Private 1:1 Coaching Sessions –

Pricing:  \$160/Session (Unlimited renewals)

5-Session 10% discounted Package -- \$720 (Unlimited renewals)

Coach and Client will conduct coaching sessions either via phone/Video Conference or in-person (at such time that in-person is safe), during which career coaching and consulting will be provided. Each session will be approximately 1 hour in duration. Coaching topics may include: career exploration, VIPS (values, interests, personality, skills), job search strategy, job applications, networking, interviewing, online presence management (LinkedIn), and salary negotiation. During each session, the Client and Coach will agree on follow-up assignments for the Client to complete before the next coaching session. Follow-up assignments may include: researching companies, reaching out to contacts, revising cover letters, updating LinkedIn profile, etc.

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The Client will ultimately determine how many coaching sessions will be provided. A minimum of 5 sessions is recommended to see best results.

### PRIVATE 1:1 COACHING INCLUDES THE FOLLOWING AT NO COST:

- Unlimited emails for up to 1-year.
- Coach will review any career documents (cover letters, job applications, follow-up emails, interview thank you letters, requests for recommendations etc.), and provide feedback via email up until the final coaching session.
- Coach will be available for 15-minute phone calls up to 3x/times week, up until the final coaching session.

### Working Relationship

- Client understands that Career Coaching is an ongoing, cooperative professional relationship designed to guide Client in designing a successful career path.
- Career Coaching does not guarantee employment.
- Career Coach holds all Client information confidential.
- If a new resume is required, that can be provided at an additional cost.

### Client agrees to:

- Be on time for all scheduled appointments (2-hour cancellation notice required).
- Make payment for 1:1 private coaching sessions at the *beginning* of each session (or for the discounted rate, prior to the first of the 5 sessions) by check or electronic payment (Venmo, Zelle, etc.).
- Complete all follow-up assignments (assignments will be discussed and agreed upon by coach and client during coaching sessions, coach will always ensure client is comfortable with homework assignments).
- Conduct research as assigned.
- Inform Career Coach if there are specific desired topics for a session.
- Inform Career Coach of difficulties or issues raised from the coaching sessions/program.

### Career Coach agrees to:

- Be on time for all scheduled appointments.
- Deliver 1:1 Private Coaching sessions via video conference, phone or email.
- Ensure that Client is comfortable with all homework assignments.
- Allow client latitude in session discussions, but keep client focused.