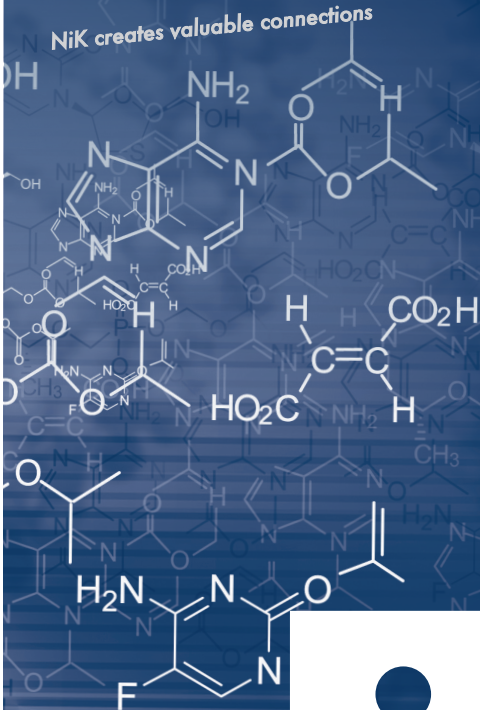




YOUR EXPERT PARTNER FOR THE  
PHARMACEUTICAL, BIOTECHNOLOGY,  
MEDICAL TECHNOLOGY AND  
LIFE SCIENCES INDUSTRIES

*NiK creates valuable connections*



SERVICES FOR CANDIDATES

# PRESENTING YOURSELF SUCCESSFULLY

How do I write an impressive curriculum vitae / resume? How do I best prepare myself for a job interview? Job candidates often spend a considerable amount of time addressing these questions. For this reason, we have developed a series of professional services to assist you in finding the right answers. We look forward to supporting you in presenting yourself along with your professional skills and experience successfully.

## 1 DESIGN/OPTIMIZATION OF YOUR CURRICULUM VITAE / RESUME

- Review of the structure, layout and content of your curriculum vitae / resume
- including the digitalization of your application portfolio

## 2 WRITING AND STRUCTURING OF AN INTERNATIONAL CURRICULUM VITAE / RESUME

- Translation of your cv / resume into English (UK or US), tailoring the structure, layout and content to meet international or target country norms

## 3 CREATION OF A COVER LETTER

- Creation of an individually designed cover letter for each position

## 4 COMPETENCE AND EXPERIENCE PROFILE

- Professional presentation of your USPs, highlighting individual competences, skills and successes to complement your curriculum vitae / resume

## 5 COMPREHENSIVE REVIEW OF APPLICATION DOCUMENTATION

- Written feedback on both the content and layout of your cover letter, your curriculum vitae/ resume and all relevant documentation

## 6 COMPILATION OF A COMPLETE APPLICATION PORTFOLIO

- Creation of a cover letter, curriculum vitae / resume and competence profile on the basis of a personal interview

## 7 ORIENTATION CONSULTATION / CONSULTANCY

- Together with the consultant (meeting of approx. 60 minutes) the target location, market overview and application strategies are determined and developed

## 8 PROFILE ANALYSIS – ProfileXT®

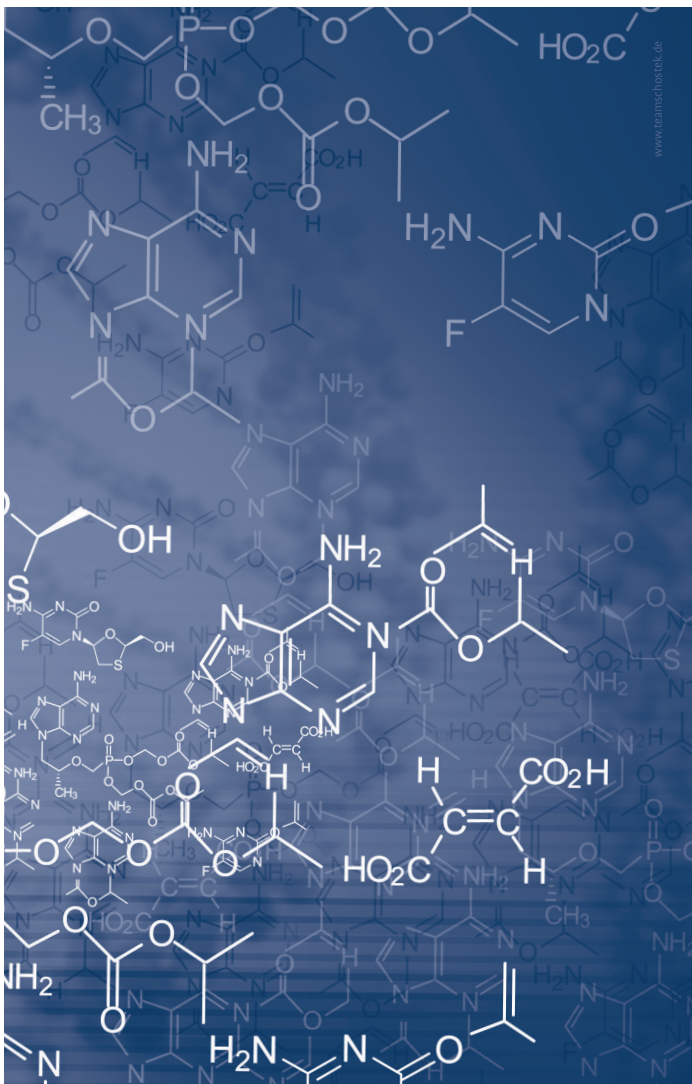
- Assessment of individual strengths with expert evaluation in a personal 90-minute feedback interview

## 9 TRAINING – JOB INTERVIEW

- Interview-simulation, focus development and feedback as well as support with formulation in preparation for a job interview.
- This includes photo documentation of output, feedback and results (90 minutes).

## 10 INDIVIDUAL COACHING

Resource and solution-oriented consulting to support clients in planning their personal and professional development. Central to the coaching process are the clarification and mastery of the demands of both the client's professional and private domains (hourly fee).



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