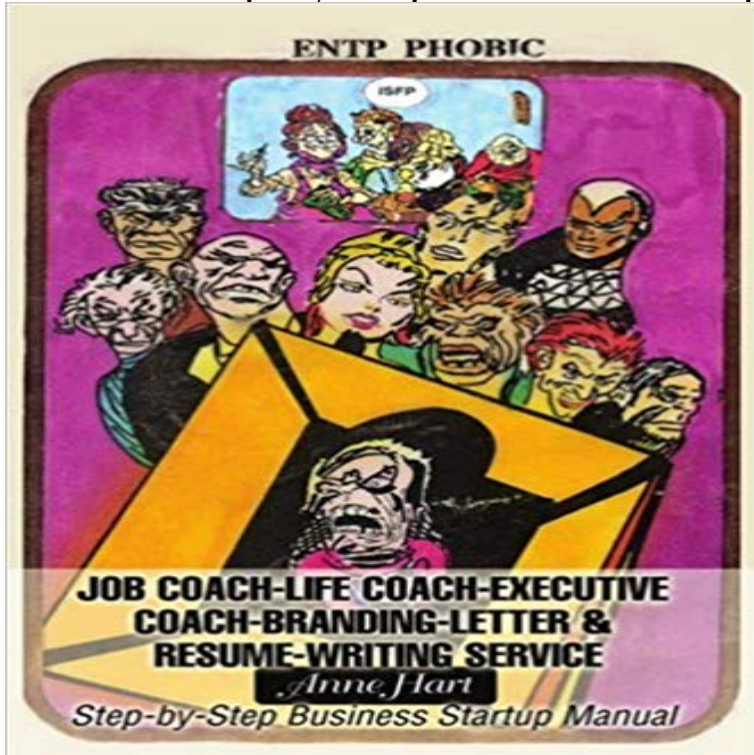


# Job Coach-Life Coach-Executive Coach-Letter & Resume-Writing Service: Step-by-Step Business Startup Manual



Here's how to start your personal service business. Develop an icon, logo, and motto for your coaching clients. As a job or career coach, an executive coach, or a life coach, you will be presenting and classifying your clients' competencies, writing resumes, cover letters, and creating a wide variety of business correspondence including sales letters, news releases, and direct mail copy. You will be planning events for your clients and their prospective employers. You'll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows. Most frequently, you'll be asked to write, evaluate, and repackage resumes, cover letters, and other summaries of qualifications of your clients. A resume is a summary of qualifications. A career coach helps clients find success by taking step-by-step detailed, concrete strategies that solve specific problems, get results, and reach a defined goal. A resume writing business online can be combined with a career coaching enterprise. The steps are outlined here for you to follow in chronological order to open and operate a resume-writing service business and also a career coaching enterprise, online from your home, mobile location, or office. You can telecommute online and still help people find direction by offering information, training, or consulting services. Here's how to open an online business at home presenting and packaging your clients' competencies. Make your living writing resumes, business letters, and being a job coach. Help clients obtain appointments for interviews that may eventually lead to finding work. Write and repackage resumes and all types of business correspondence—from cover letters and follow-ups to direct mail or trade show sales letters.

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