

- **Career Counseling and Guidance**
- **Job Matching**
- **Interview Preparation**
- **Job Application Assistance**
- **Career Transition Support**
- **Networking Opportunities**
- **Relocation Assistance**
- **Follow-Up and Feedback**

**RECRUITMENT SERVICES FOR JOB SEEKERS**

**PROFESSIONALS**

## Career Counseling and Guidance

- Conduct one-on-one assessment sessions to understand your skills and experience
- Help identify your career strengths, weaknesses, and interests
- Create personalized career development plans
- Recommend suitable career paths based on your qualifications
- Provide guidance on required certifications or training

## Job Matching

- Analyze your resume and professional background
- Search our extensive employer database for matching positions
- Match your qualifications with employer requirements
- Identify opportunities that align with your career goals
- Present you with suitable job openings not available publicly

## Interview Preparation Workshops

- Conduct industry-specific mock interviews
- Provide feedback on your answers and presentation style
- Train you on common interview questions
- Offer guidance on appropriate dress code and body language
- Share insider tips about specific companies and their interview processes

## Job Application Assistance

- Optimize your resume with industry-relevant keywords
- Create tailored cover letters for specific positions
- Review and improve your professional profiles
- Help you complete online application forms correctly
- Ensure your documents pass through applicant tracking systems

## Career Transition Support

- Analyze your transferable skills for new industries
- Identify skill gaps and recommend specific training
- Connect you with professionals in your target field
- Create step-by-step transition plans
- Help you reposition your experience for new career paths

## Networking Opportunities

- Organize industry-specific networking events
- Facilitate introductions to hiring managers and professionals
- Host job fairs with our partner companies
- Provide access to exclusive professional communities
- Coach you on effective networking techniques

## Relocation Assistance

- Provide information on housing in new locations
- Share details about schools and local services
- Offer cost of living comparisons
- Negotiate relocation packages with employers
- Connect you with local resources and support groups

## Follow-Up and Feedback

- Gather specific feedback from employers after interviews
- Maintain regular communication throughout your job search
- Provide ongoing support after placement
- Check in regularly during your probation period
- Help resolve any issues that arise with your new employer



# GET IN TOUCH!



Shop No 301, Gat No 265,  
Manas Housing Society,  
Moshi Old Dehu Alandi Road,  
Moshi, Alandi - 412105



[jobs@ujwaljobs.com](mailto:jobs@ujwaljobs.com)



95119 04390