



**SEGAL COACHING LLC**

RESUME WRITER & PERSONAL BRANDING SPECIALIST (FORMER PRACTICING ATTORNEY)

*Are you an accomplished attorney who is ready for something different?*

*Do you love to write?*

Segal Coaching LLC (“we” or “SC”) is an entrepreneurial small business with a high standard of excellence.

Since 2015, SC has offered executive coaching, professional writing and a premier set of career-related offerings to support and partner with executives, board candidates and rising leaders. Our team is growing, and we are searching for a **Resume Writer & Personal Branding Specialist**.

This role is virtual and offered on a contract, as-needed basis.

**Self-directed career changers are welcome.** For the first 3-6 months, we will offer active, apprentice-style training, with on-going support as needed thereafter. This role could be a perfect fit for someone who has built up a solid legal career and is looking for a change, including greater autonomy, flexibility and sense of purpose. Compensation is project-based, with the opportunity (if desired) for business development and higher levels of income.

No prior professional resume writing experience is required, although it is expected that the successful applicant will obtain a resume writing certification and/or the equivalent shortly after taking on this role. All applications are confidential.

Responsibilities

The Resume Writer & Personal Branding Specialist will:

- Create compelling, bespoke executive resumes, professional biographies and suggestions for LinkedIn profiles (as part of a larger personal branding and job campaign strategy) that (1) capture the client’s personal value proposition, (2) are commensurate with the level, role, industry, personality, skills and goals of individual clients and (3) reflect SC’s substantive and stylistic suggestions
- Interact directly with high-level clients, the majority of whom are board candidates, C-Suite leaders or other executives (including many who are (or were trained as) attorneys) in intake and other sessions
- Work collaboratively with Anne Marie Segal and other coaches and writers

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- Manage individual projects and deadlines to meet promised turnaround times
- Stay current with trends in the legal, careers and resume writing fields
- Research, proofread, fact-check and complete other tasks as requested and agreed to support other SC projects (at an agreed hourly rate)

The Resume Writer & Personal Branding Specialist also may:

- Help plan, support and/or lead certain workshops and events as part of our online programming at [www.segalcoachingacademy.com](http://www.segalcoachingacademy.com) and/or other speaking engagements
- Provide interview preparation (mock interviews and feedback) for clients
- Develop a resume writing specialty (such as financial services, life sciences or technology), while being available for other engagements
- Engage in business development efforts

### Requirements

The Resume Writer should possess the following or demonstrate a quick learning curve to rise to the expectations of this role:

- Creativity, accuracy, versatility and love of the written word
- Genuine passion for helping people improve their lives and careers
- Experience interacting with, supporting and creating a personal brand for attorneys and/or executives (or transferrable skills in this area)
- High integrity, discretion and emotional intelligence
- Ability to build strong relationships with, and give diplomatic but direct feedback to, a variety of stakeholders across cultures
- In-depth knowledge of the legal landscape, with a clearly defined understanding of the roles of attorneys across various settings, including the priorities and pressures faced
- Organizational skills and attention to detail, including managing resources efficiently and checking work for accuracy and completeness
- Commitment to increasing diversity at all levels of the workplace (including at the top)
- Sense of humor
- 8-12+ years as an attorney, with law firm and/or in-house experience preferred or 5+ years as an attorney with a background that includes legal recruiting
- Bilingual (English/Spanish) candidates preferred (but not required)

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SC seeks a self-motivated individual who appreciates that every interaction is an opportunity to make (or break) a lasting impression and positive impact. The need for candor, diplomacy and confidentiality is equally paramount.

Also note that we do not use templates or out-of-the-box descriptions for any of our client work, so this is a creative endeavor while meeting the standards of persuasive business writing. Be ready to roll up your sleeves, have fun, build relationships and do great work.

To be considered for this opportunity, please apply (1) directly through LinkedIn or (2) by sending your own resume (with a link to your LinkedIn profile), cover letter describing your qualifications and samples (if any) of your work with RESUME WRITER & PERSONAL BRANDING SPECIALIST in the subject line via email to [team@segalcoaching.com](mailto:team@segalcoaching.com). Submissions will be reviewed on an ongoing basis, so you are encouraged to apply before this deadline. We are committed to building a diverse and inclusive team and have a policy of equal treatment and opportunity. Diverse candidates are encouraged to apply.

Note that we are currently seeking only a resume writer with an attorney background and not reviewing applications for other writers. Please do not apply if you do not meet the requirements above, as we will not consider your application for this role or any future roles if you do so.

Short-listed candidates will be contacted for an interview, and we will attempt to respond to all applicants who meet the qualifications above within 2-4 weeks of their application.

If you do not have an attorney background or otherwise do not meet the qualifications above (e.g., the required number of years as an attorney and/or legal recruiter) but wish to be considered for future resume writer roles, if and as they may arise in coming months, please email us at [team@segalcoaching.com](mailto:team@segalcoaching.com) with your qualifications, and include in the subject line: RESUME WRITER / FUTURE ROLES.

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