



**CMS | Optimise**  
Job Seeking

# Maximise your potential for career success



## Why use Career Management Services?

Career Management Services (CMS) are specialists in supporting individuals with career coaching services. Passionate about helping people to achieve their career goals, we draw on extensive recruitment expertise and industry insights, utilising reversed engineered hiring tactics and strategies to make it easy for our clients to succeed and feel supported throughout their career.

Our consultants have experience across public and private sectors, working with blue- and white-collar roles at all levels — from entry-level and low-skilled positions to executive leadership. Through personalised one-on-one coaching, they equip you with the mindset, skillset, and toolkit to boost confidence, improve certainty, and achieve career success.

## How can CMS help you?

CMS Optimise services are designed to support your job search with a strengths-based, one-on-one coaching approach. Our coaches help you identify what you love, what you're good at, and how to optimise your career.

With extensive industry expertise, they guide you in exploring options and provide the support you need. Our career consultants offer structured steps, encouragement, and skill development to boost your confidence and refine your job-seeking strategies.

Career coaching is a powerful way to upskill, feel empowered, and enhance your Employability Edge™.

### **"I don't know what else I could do or where to start"**

A professional coach can help you understand what you *can do*, giving you personalised guidance

### **"I'm not sure what to do next"**

Get insights into your unique strengths, and confidence in your abilities and career decisions

### **"I need job seeking assistance"**

Receive practical support – including a professionally written resume and interview preparation

### **"I want to do something fulfilling"**

Create a customised career plan considering your situation, goals, interests, and motivations for long-term career satisfaction

## CMS Services include:

- Career Assessment and Guidance
- Career Coaching
- Career Planning and Mapping
- CV/Resume Writing and Assistance
- Job Search Support
- LinkedIn Profiles
- Job Board Profiles (Seek, Jora, etc.)
- Selection Criteria Assistance
- Job Application Assistance
- Interview Coaching and Preparation
- Personal Branding
- Cover Letters
- Psychometric Testing Preparation
- Capability Statements
- Job Seeking Strategies & Networking

Speak to your case manager or give the team at Career Management Services a call to see how we can support you.



**Career  
Management  
Services**

**1300 588 088**

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