

Business Security Solutions, Inc.

Security Jobs Network, Inc.®

1519 Main St. #137
Hilton Head, SC 29926-1614
(843) 689-3801

Resume Preparation

Reliable survey data show that only 15 – 20% of resumes submitted by job applicants are read in full. Search firm personnel, along with HR screeners and hiring authorities, are all pressed to find time to read the many resumes they receive. This is particularly true for exceptionally good jobs, which will increase the number of incoming resumes. Those responsible for screening resumes will typically scan only half of the first page of resumes they receive. If they are sufficiently impressed, they will read on. If not, the resume winds up in a discard pile.

It's not unusual for a search firm or employer to receive several hundred resumes for a job. If an employer receives 200 resumes, only 30 – 40 of them will be read in full. Of that number, half of the applicants will be screened by telephone, and perhaps six or eight will actually be invited for interviews. In the final analysis, no more than 3 – 4% of applicants will be interviewed for any given job. If your resume lacks overall quality and presentation, you will have little chance of landing an interview.

Here at the Security Jobs Network, our business is jobs. For the past 7 years, the Security Jobs Network has been – and remains – the preeminent job board for professional level positions within the security industry. As specialists within the field, we are keenly aware of what constitutes an effective resume will be read by hiring authorities. By using our resume preparation service, you will receive the following benefits:

- A review of any existing resume currently in use.
- Consultation with one of our executive staff regarding your background, qualifications, and job search objectives.
- Preparation of a resume designed to grasp and hold the attention of readers. Resumes are first prepared in draft and submitted to you for comments and revisions before they are finalized.
- Final resumes are delivered to you electronically in Word format.
- In addition, you will receive a copy of our widely published book “*Transitions*”, which describes in detail how to move through the various stages of an effective job search.

Your resume is the most important initial element of your job search. Let us help you put your best foot forward with potential employers. Remember, until you are interviewed, you can only be evaluated on how well your resume is written.

Our fee for this service is modestly priced at **\$450.00 US**

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Personal Job Search Counseling

If you haven't been in the job search market for a while, have had problems with previous searches, or would just like to have professional assistance, our personalized, one on one, job search counseling is something you may wish to consider. Clients will receive up to six months of one on one counseling and coaching from our experts Mike Maddaloni or Steve Ramsay, both of whom have had long and successful careers in both law enforcement and the private sector.

This service will include:

- An evaluation of skills, past accomplishments and future goals
- Preparation of a resume and cover letter
- Development and implementation of an effective job search plan.
- Detailed coaching as you move through the various aspects of a job search:
 - ✓ Finding jobs in both the published and non-published markets
 - ✓ Effective networking techniques
 - ✓ How to prepare for and handle job interviews
 - ✓ Compensation issues and salary negotiation strategies
 - ✓ Establishing initial goals and objectives on a new job
- Bi-monthly counseling sessions which will include a review of your job search activities and development of tasks that you will be expected to complete prior to your next counseling session.

During your counseling sessions, we will review your most recent job search activities and assign specific tasks for completion prior to your next session. It is important that clients understand that timely completion of these tasks is essential to an effective and successful job search. We coach our clients to move through the job search cycle as quickly as possible, preferably in 90 to 120 days. In order to achieve this, it is absolutely essential that the coaching process be taken seriously, and assignments completed on time.

Should you wish to speak to your counselor at times other than during your scheduled sessions, you are free to call them as needed. Our goal is to help you find the best position possible at a salary commensurate with your abilities and the job requirements. Our overall success is strongly linked to the ultimate success of our clients. You have our commitment to work diligently with you in a partnership designed to achieve mutual success.

Our fee for this comprehensive service is **\$1,695.00 US**. Clients have the option to pay this fee in two equal installments, half at inception, the remainder in 30 days.

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Outplacement Services

We provide a wide variety of outplacement services for business and government. These include outplacement seminars at your location, group outplacement services, access to our jobs bulletin board, and one on one counseling for targeted employees. Our menu of services includes:

- Evaluation of skills, past accomplishments, and future goals
- Exploration of career options including self-employment
- Preparation of resumes and cover letters
- How to conduct an effective job search
- Guidance on working with search firms such as SMR Group
- Access to our comprehensive jobs bulletin board
- Self-marketing techniques
- Preparing for job interviews
- Evaluation of job offers and salary negotiation

We will design a custom plan to meet your objectives and expectations. Please call us for a consultation.

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Transition Seminar

An opportunity for groups to take advantage of a comprehensive one-day seminar designed for law enforcement and military professionals who are planning second careers. Our seminar has been presented across the USA since 1998 to federal agencies, local police departments, law enforcement organizations, and private security organizations such as ASIS International, International Association of Chiefs of Police (IACP), and Women in Federal Law Enforcement (WIFLE).

Our seminar is presented by professionals who have proven themselves in law enforcement and the private sector. They understand the challenges our attendees face because they have made the successful transition to a second career. They will share with you their own transition experiences and leave you with a wealth of information that includes:

- How and when to plan for a second career
- A review of how corporations operate as compared to public agencies
- Development of resumes and cover letters
- Searching for a job in both the published and non-published markets
- Networking and the use of search firms
- Preparation for job interviews, including a review of questions you will be asked and questions you should ask your interviewer
- A comprehensive review of private sector compensation and benefit issues
- How to negotiate a fair compensation package
- Setting short term objectives during your first six months on the new job
- How success will be measured in the private sector and why some fail

All attendees will receive handout materials and a copy of "***Transitions - A guide on moving from law enforcement or the military to the private sector***". This book, published by Mike Maddaloni, is a must read guide for those in transition. Thousands have been sold in North America and Europe.

The fee for this seminar is:

\$100 per person for groups of 40 or over
\$125 per person for groups of 30 to 39
\$150 per person for groups of 20 to 29

Call for quotes on groups under 20

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Consultant Profiles

Mike Maddaloni

Mike began his career in 1972 as a Special Agent with the U.S. Secret Service, serving in a variety of roles that included six years as a field agent and four years with the White House Detail protecting Presidents Carter and Reagan. During his career, Mike earned three Department of the Treasury Special Achievement Awards.

In 1982, Mike joined Wyeth Laboratories as their Chief Security Officer. In this position, he developed a number of comprehensive security programs in information security, security for travel and special events, executive protection, crisis management, pre-employment screening, and asset protection. He handled several high profile investigations concerning theft of trade secrets, extortion, and product tampering. Mike also developed strategies that significantly reduced company exposure to gray market diversion schemes and internal fraud.

In 1996, Mike formed Business Security Solutions, a security consulting firm specializing in corporate security issues and the protection of high profile clients. He also provides transition training for law enforcement personnel moving into private sector careers. Additionally, he develops business for providers of security related services.

Mike's career has taken him to all fifty US States and more than thirty foreign countries. He speaks extensively on corporate security issues and has appeared on televised talk shows to discuss a variety of security issues. He is the author of "*Transitions - A guide on moving from law enforcement or the military to the private sector*". Mike has been awarded designations as both a Certified Protection Professional and a Certified Fraud Examiner. He holds a BS in Management from LaSalle University.

Steve Ramsay

Steve Ramsay is a career security professional with demonstrated business acumen and record of success in planning and implementing strategically integrated security programs. Steve's unique combination of experience includes managing Global Security for a Fortune 500 company, developing ground floor security programs for two high-growth entrepreneurial firms and serving as a senior executive with the U.S. Secret Service.

During his distinguished 20-year career with the U.S. Secret Service, Steve planned and directed the security requirements for several U.S. presidents, presidential candidates, and visiting heads of state. He also managed the criminal investigations and protective activities of three major field offices including the Asia Pacific Division, San Francisco and Los Angeles. In addition, he served as Special Assistant to the Treasury Secretary during the Bush, Sr. administration.

After leaving government in 1993, Steve distinguished himself in the private sector with Kendall-Jackson Vineyards as Director of Security, and later the Vice President of Human Resources. Steve was then Chief Security Officer for Microsoft co-founder Paul Allen's company, Vulcan Northwest, as well as Agilent Technologies. Steve holds a BS in Criminology from the Florida State University.