# **Services of a Recruitment Consultancy**

Service	How a consultancy can help
State of the Market	The legal disciplines in demand, detailed knowledge of law/firms/companies, their practices, their clients, their practice specialities, their partners and their culture.
CV Preparation	Assisting you to draft a comprehensive CV advising on content, layout and format.
Interview Training	Advice on how to deal with interview questions, the likely format of interviews, what to expect, self-marketing.
Vacancy Information	Up-to-date knowledge of firms actively seeking to recruit, and of firms likely to be interested in your CV.
Salaries	Advice on salaries at your qualification level and in your discipline. The different benefits packages on offer.
Contract Negotiation	Ensure that the terms of any offer are fair and negotiate on your behalf where necessary.
Contacts	Knowledge of the appropriate contact(s) in the firm/organisation to whom to speak about your application.
Business Plans	Provide advice and assistance to help you to prepare a business plan appropriate to the position.



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#### **Bristol**

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#### **Manchester**

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### Reading

87 Broad Street, Reading, RG1 2AP (t): 0118 322 4631

