



Administrative Job Search Seminar

“Preparing for the Administrative Job Search—Tips for Getting a Leg Up”

Is this seminar for you?

Are you looking for your first administrative position?

Are you moving from middle level to top level administration?

Has it been more than 3 years since you sought a new position?

If you answered YES to any of the above, this seminar is for YOU!

Consultants from one of the leading national search firms, **McPherson & Jacobson L.L.C.**, Executive Recruitment and Development, will present “*Preparing for the Administrative Job Search—Tips for Getting a Leg Up.*”

McPherson & Jacobson L.L.C. has been involved in executive searches since 1991, conducting over 350 executive searches. In this seminar, McPherson & Jacobson consultants will share “tips” they have learned that distinguish leading applicants.

The 2009 Administrative Job Search Seminar schedule:

October 17
October 26

Florence, Alabama
Little Rock, Arkansas

This seminar is designed to assist educational professionals in obtaining a superintendency, principalship, or any other educational administrative position. This seminar will include:

- How to develop a dynamite letter of application!
- How to create a resume that cannot be set down!
- How to develop interview skills that will separate you from the rest of the pack!
- How to use a search consultant to your advantage!
- How to negotiate an effective contract!

Registration information:

McPherson & Jacobson L.L.C.
7905 L St., Suite 310
Omaha, Nebraska 68127
(402) 991-7031
Fax: (402) 991-7168
www.macnjake.com
mail@macnjake.com

\$79 Advance Registration
\$99 Registration within one week of the seminar
\$35 Resume/letter of application review*

* If you would like the consultants to review your resume and letter of application and discuss it with you at the seminar, send your resume to our office one week prior to the seminar you are attending.

2009 Administrative Job Search Seminar Registration Form

Please check which seminar you are attending:

Attending	Date	City	Location	Time
	Oct. 17, 2009	Florence Alabama	Comfort Inn 150 Etta Gray St.	1:00 p.m.-4:30 p.m.
	Oct. 26, 2009	Little Rock, Arkansas	Arkansas School Boards Assoc. 523 South Ringo St.	1:00 p.m.-4:30 p.m.

NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____

EMAIL ADDRESS _____

PRESENT POSITION _____

PRESENT SCHOOL AND SCHOOL DISTRICT _____

Return registration form with a check payment for:

\$79 Advance Registration

\$99 Registration within one week of the seminar

\$35 Resume/letter of application review*

To:

McPherson & Jacobson L.L.C.

Executive Recruitment & Development

7905 L St., Suite 310

Omaha, Nebraska 68127

*If you want a personalized resume/letter of application review—
enclose your resume and letter of application plus the \$35 review fee.