

Personalized Career Coaching

Dear [Client's Name],

I hope this message finds you well. I am excited to embark on this journey of career development with you. Based on our previous discussions, I have outlined a personalized coaching plan tailored to your goals and aspirations.

Coaching Objectives:

- Identify your strengths and areas for improvement.
- Develop a strategic career plan that aligns with your passions.
- Enhance your resume and LinkedIn profile.
- Prepare for interviews with tailored mock sessions.

Coaching Schedule:

We will meet [weekly/bi-weekly] on [day/time]. Our sessions will be held [in-person/virtually] and will last approximately [duration].

Next Steps:

Please confirm your availability for our first session scheduled for [date]. Additionally, I would appreciate it if you could complete the attached assessment before our meeting.

I look forward to working together and helping you achieve your career objectives!

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]