

Employer Career & Workforce Services

Give employees a stronger next move.

Employer-funded career materials, private coaching and practical support for transitions, internal moves, leadership, reentry and next-chapter planning.

No setup fee. No annual commitment. No minimum employee count. Mixed program levels are permitted.

Fees are one-time per employee unless a different service unit is stated. Billing starts when the participant begins the agreed service, as defined in the accepted order. Sessions are whole-program totals; higher-tier allowances replace equivalent lower-tier allowances.

Programs offered by proposal require confirmation of scope, practitioner suitability, availability and pricing before enrollment. An inquiry creates no enrollment, charge or automatic payer coverage.

Request an employer plan

<https://ivyleagueresume.com/employer-services/request>

(855) 534-8464 | keithmiller@ivyleagueresume.com

Six service families

Career Transition & Outplacement

Executive Career Transition

Career Mobility & Redeployment

Employee & Leadership Coaching

Return-to-Work & Career Reentry

Retirement & Next-Chapter Transition

Supporting services include assessments, workshops, standalone career services and workforce projects.

Career Portfolio

\$395.00 USD per employee. Service period: 30 days. 1 × 45-minute sessions.

One professionally written resume for an agreed target; customized cover letter; LinkedIn headline, About and experience content.

Editable and PDF documents plus plain-text resume; personalized networking and thank-you messages; practical search plan.

Two consolidated revision rounds and short email questions during the service period.

Participant submits applications and outreach.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Transition

\$895.00 USD per employee. Service period: 90 days. 4 × 45-minute sessions.

One professionally written resume for an agreed target; customized cover letter; LinkedIn headline, About and experience content.

Editable and PDF documents plus plain-text resume; personalized networking and thank-you messages; practical search plan.

Two consolidated revision rounds and short email questions during the service period.

Two total resume positioning versions; interview and networking guidance; compensation research and negotiation preparation.

Participant submits applications and outreach.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Campaign

\$1,495.00 USD per employee. Service period: 90 days. 8 × 45-minute sessions.

One professionally written resume for an agreed target; customized cover letter; LinkedIn headline, About and experience content.

Editable and PDF documents plus plain-text resume; personalized networking and thank-you messages; practical search plan.

Two consolidated revision rounds and short email questions during the service period.

Two total resume positioning versions; initial 20-employer research list; available recruiter/contact research; customized outreach and search tracker.

Company-specific interview preparation; tailoring for up to eight selected opportunities; compensation and negotiation preparation.

Participant submits applications and outreach. Featured program.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Transition

\$2,495.00 USD per employee. Service period: 180 days. 12 × 60-minute sessions.

One professionally written resume for an agreed target; customized cover letter; LinkedIn headline, About and experience content.

Editable and PDF documents plus plain-text resume; personalized networking and thank-you messages; practical search plan.

Two consolidated revision rounds and short email questions during the service period.

Up to three total resume positioning versions; executive resume/LinkedIn; professional biography; one-page executive profile; leadership accomplishment narratives.

Initial 30-employer target list; recruiter/network strategy and available contact research; customized outreach messages; search tracker.

Tailoring for up to twelve selected opportunities; executive interview/presentation preparation; compensation/negotiation guidance.

First-90-days planning uses the existing service period and session bank; participant submits applications and outreach.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

VIP Career Concierge

\$4,995.00 USD per employee. Service period: 180 days. 24 × 60-minute sessions.

One professionally written resume for an agreed target; customized cover letter; LinkedIn headline, About and experience content.

Editable and PDF documents plus plain-text resume; personalized networking and thank-you messages; practical search plan.

Two consolidated revision rounds and short email questions during the service period.

Up to three total resume positioning versions; executive resume/LinkedIn; professional biography; one-page executive profile; leadership accomplishment narratives.

Initial 30-employer target list; recruiter/network strategy and available contact research; customized outreach messages; search tracker.

Each active week: research/shortlist up to 12 suitable openings when available; prepare/tailor up to 10 approved applications; authorized submission only where permitted.

Contact research, personalized messages and up to 10 approved initial outreach messages per active week; weekly pipeline updates and follow-up on work handled.

Interview preparation/debrief and offer support use included appointments. One optional pause up to 30 days extends the end date.

30 days of settling-in support when a new role starts during the program, even beyond the original end date; no new coaching-session bank.

All listed career services included within these limits. Participant approves roles, application facts and outgoing messages. Weekly scope replaces lower-tier tailoring allowance.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Board & Advisory Transition

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 4 × 60-minute sessions.

Board/advisory positioning; one board resume and short board biography; leadership/governance evidence map.

Research list of up to 20 relevant organizations where public information exists; outreach templates and board-interview preparation.

Career positioning and opportunity exploration only; no board appointment, direct introductions or governance/legal advice promised.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Consulting & Fractional Transition

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 4 × 60-minute sessions.

Define one consulting/fractional service focus, ideal client profile and positioning.

One capability sheet, professional biography, LinkedIn positioning update and outreach message set.

Initial list of up to 20 target organizations; proposal outline and practical client-development plan. No website build, lead-generation subscription or sales execution included.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Direction & Mobility

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 3 × 60-minute sessions.

Career-goal intake; participant-led strengths and experience inventory; compare up to three role directions. Written role-direction map and priority development plan; no full resume rewrite or paid psychometric assessment included.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Internal Mobility

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 6 × 60-minute sessions.

Map experience to up to three employer-supplied internal role profiles.

One internal resume and professional profile; internal-interview practice, networking/manager-conversation preparation and development plan.

Internal job data supplied by employer; no HR-system integration, role availability or promotion promise.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Redeployment Support

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 8 × 60-minute sessions.

Map transferable experience to up to five employer-supplied role profiles; identify practical learning gaps. Two total internal resume versions; profile; up to eight role-specific document adaptations; interview preparation and transition plan. One optional 30-minute employer alignment meeting, with participant consent, in addition to employee sessions. No employee ranking or selection decisions.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Professional Development Coaching

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 4 × 60-minute sessions.

Select one or two development goals; written action plan, private coaching, practical exercises and closing progress review.

Available tracks: career resilience, workplace change, performance habits, communication, conflict preparation, professional confidence, promotion readiness and work-life boundaries.

Scope is development/coaching. No therapy, HR investigation, formal mediation, fitness-for-duty opinion or performance guarantee.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Manager Coaching

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 6 × 60-minute sessions.

Manager intake; development plan; practice on delegation, feedback, difficult conversations, team dynamics and change.

One optional 30-minute sponsor-alignment meeting beyond participant sessions; closing administrative summary.

Paid assessments are optional and separately authorized. No employee relations investigation.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Leadership Development

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 180 days. 12 × 60-minute sessions.

Leadership goals; communication, influence, team leadership and change practice; documented application assignments and closing plan.

Two optional 30-minute sponsor-alignment meetings beyond participant sessions.

Assessment purchase is optional; this tier does not automatically include EQ-i or an external 360 instrument.

Separate included contacts: 1 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Leadership Coaching

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 180 days. 12 × 60-minute sessions.

Executive development intake, written leadership plan and twelve private advisory sessions.

One EQ-i 2.0 assessment/report and separate 90-minute debrief; three optional 30-minute sponsor meetings.

Work on executive communication, strategic influence, leadership decisions and organizational change.

Excludes executive job-search portfolio and managed applications.

Separate included contacts: 3 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Leadership Plus

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 180 days. 18 × 60-minute sessions.

Executive development plan and eighteen private sessions; one EQ-i 2.0 report plus separate 90-minute debrief.

Up to six confidential 30-minute stakeholder interviews; thematic synthesis; three optional 30-minute sponsor meetings.

Stakeholder interviews are qualitative development feedback, not EQ 360 or a standardized psychological test. Written goals and closing leadership roadmap included.

Separate included contacts: 6 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Return-to-Work Support

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 4 × 60-minute sessions.

Private career-reentry goals, work-routine plan, role expectations and manager-conversation preparation.

Professional confidence, priorities and nonclinical adjustment coaching after leave. No medical evaluation, disability determination or accommodation certification.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Reentry

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 6 × 60-minute sessions.

Reentry strategy; one resume target, cover letter and LinkedIn content; employment-gap narrative and practical search plan.

Interview/networking preparation and participant-owned action tracking. Private circumstances need not appear in marketing materials.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Extended Career Reentry

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 120 days. 8 × 60-minute sessions.

Reentry strategy; two resume versions, cover letter, LinkedIn content and gap narrative.

Compare up to five role directions; up to eight opportunity-specific document adaptations; interview/search coaching.

One optional 30-minute sponsor meeting with consent. Nonclinical career support only; insurer/VR billing requires separate authorization.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Next-Chapter Clarity

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 45 days. 3 × 60-minute sessions.

Clarify purpose, professional identity, interests, relationships and preferred balance of work/non-work.

Written next-chapter priorities and weekly-routine outline. No individualized investment, pension, tax or legal advice.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Retirement Transition

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 6 × 60-minute sessions.

Explore life structure, purpose, social connection, learning, volunteering and optional work.

Written next-chapter plan, practical experiments and follow-through review. Employer plan/benefit questions are referred to its authorized advisers.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Portfolio Career Transition

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 120 days. 8 × 60-minute sessions.

Choose a second-career, board/advisory, consulting/fractional, entrepreneurship or volunteer pathway. One selected-pathway resume or capability sheet, professional bio and LinkedIn update; practical outreach and relationship plan. Participant executes outreach. Commercial sales, financial projections, company formation and placement are outside scope.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Retirement Transition

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 180 days. 12 × 60-minute sessions.

Next-chapter planning; one selected-pathway portfolio, biography and LinkedIn positioning; professional network plan.

Knowledge-transfer outline covering current responsibilities, critical relationships and handover priorities. One optional 30-minute sponsor meeting; transition support within twelve sessions. No financial-planning or legal service included.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Professional Resume Review

\$49.00 USD per employee. Service period: 14 days.

Review one existing resume and provide written priorities. Full rewrite is excluded.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Coaching Session

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 60-minute sessions.

One focused career-development or transition session, preparation and written next steps.

Employer may authorize pay-as-used access at this rate, billed only for agreed completed appointments. No annual access fee or unlimited sessions.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Manager Coaching Session

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 60-minute sessions.

One defined manager challenge, preparation, live practice and written next steps.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Advisory Session

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 60-minute sessions.

One consequential leadership/career issue; preparation, advisory conversation and written priorities. No legal or regulated financial advice.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Interview Coaching

\$199.95 USD per employee. Service period: 30 days. 1 × 60-minute sessions.

Current public interview service: role-aligned preparation, live practice and feedback, answer frameworks and practice priorities.

Recording or transcript access follows the agreed consent, session method and technical limitations. Employer receives no recording without authorization.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Employer-Sponsored Offer Review

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 60-minute sessions.

Review one employment offer supplied by the participant; written comparison of stated compensation and role conditions; negotiation preparation and message draft.

NEW B2B service. Existing retail salary-negotiation routes remain unchanged. No contract interpretation, securities valuation, tax advice or guarantee of improvement.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Additional Target Resume Version

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days.

Adapt an existing professionally prepared portfolio for one additional agreed role direction; two consolidated revision rounds.

Not charged where the selected program already includes this version/tailoring. A new foundational resume requires the relevant portfolio service.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Executive Biography

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days.

One long professional biography (up to 600 words) and one short version (up to 150 words); two consolidated revision rounds.

No charge when already included in Executive Transition, VIP or the selected retirement portfolio.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Target Employer Research

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days.

One research batch of up to 20 target organizations with fit notes and public career/contact routes where available.

No guaranteed openings, proprietary contacts, paid enrichment, recruiter introductions or outbound sending. Avoid double billing included target lists.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Professional Intelligence: 1 Report

\$39.95 USD per employee. Service period: 30 days.

One premium report for an eligible completed developmental assessment. No private coaching or master score.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Professional Intelligence: 3 Reports

\$99.95 USD per employee. Service period: 90 days.

Three eligible premium-report credits for one participant. Independent reports; no combined score. Suggested employer fulfillment window is a new operating proposal, not a change to existing retail-credit terms.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Professional Intelligence Coaching

\$149.95 USD per employee. Service period: 30 days. 1 × 60-minute sessions.

One 60-minute interpretation/application session for up to three reports purchased separately and selected beforehand.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

EQ-i 2.0 Assessment & Debrief

\$499.95 USD per employee. Service period: 60 days. 1 × 90-minute sessions.

Official assessment, participant report, private 90-minute debrief and development priorities.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Complete EQ-i 2.0 Bundle

\$649.95 USD per employee. Service period: 90 days. 1 × 90-minute sessions.

EQ-i 2.0 assessment/report and 90-minute debrief, plus one separate 60-minute application-coaching session. Includes one assessment and report in total.

Separate included contacts: 1 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Applied EQ Coaching

\$199.95 USD per employee. Service period: 30 days. 1 × 60-minute sessions.

One private 60-minute follow-up to apply previously obtained EQ-i findings to a defined challenge. Assessment not included.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

EQ 360

Custom proposal — scope, availability and fee confirmed before enrollment. Term agreed in proposal.

Multi-rater administration, appropriate reports and debrief are scoped by rater groups, licensing and administration needs.

Pricing is confirmed in an individual proposal.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Employer Webinar

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 60-minute sessions.

One existing-topic virtual webinar for up to 50 attendees; learning handout and Q&A within 60 minutes.

One 30-minute sponsor briefing is included. Recording/reuse rights require explicit agreement and participant consent.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Interactive Workshop

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 1 × 90-minute sessions.

One virtual facilitated workshop for up to 20 attendees; exercises, workbook and action commitments.
One 30-minute sponsor briefing; existing-topic adaptation only.

Separate included contacts: 0.5 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Half-Day Workshop

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 45 days. 1 × 180-minute sessions.

One three-hour virtual workshop for up to 20 attendees; role practice, workbook and group action plan.
One 60-minute sponsor/design briefing. Bespoke curriculum beyond topic adaptation is quoted separately.

Separate included contacts: 1 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Four-Webinar Series

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 4 × 60-minute sessions.

Four 60-minute webinars from the existing topic menu, up to 50 attendees per event.
One 60-minute sponsor planning call and consolidated attendance/feedback report; no individual coaching or assessments included.

Separate included contacts: 1 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Six-Session Coaching Cohort

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 90 days. 6 × 60-minute sessions.

Six virtual group coaching sessions for up to 12 participants in one agreed track; workbook and application exercises.
One 60-minute sponsor planning call and aggregate completion/feedback report. No private session bank or individual assessment report.

Separate included contacts: 1 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Workforce Transition Event Support

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 30 days. 2 × 60-minute sessions.

Two 60-minute HR preparation sessions and two 60-minute employee orientation webinars (up to 50 per webinar).

Four practical templates: benefit announcement, employee invitation, manager conversation guide and FAQ. One agreed administrative summary.

Optional distinct project; never a mandatory setup fee. Individual outplacement packages remain separately itemized. No legal layoff/compliance advice or crisis treatment.

Separate included contacts: 2 hours.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Knowledge-Transfer Project

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 60 days. 4 × 60-minute sessions.

Up to four 60-minute interviews/working sessions across one departing leader and nominated successor/sponsor.

One handover playbook covering responsibilities, recurring decisions, critical contacts, known operational risks and first steps; two consolidated revision rounds.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

Career Mobility Program Design

Custom proposal — scope, availability and fee confirmed before enrollment. Service period: 45 days. 4 × 60-minute sessions.

Design a pilot for one job family and up to five employer-supplied role profiles; four stakeholder working sessions.

Role-pathway map, intake/referral criteria, employee coaching pathway and administrative reporting template; two consolidated revisions.

No HRIS build, selection algorithm, psychometric validation, pay-equity study or employee-ranking output.

Revision scope: Two consolidated rounds for newly written materials; coaching notes are factual corrections only.

How employer support works

1. Define the employee need and proposed scope.
2. Agree services, quantities, funding and billing authority.
3. Authorize participants and issue private invitations.
4. Complete intake and deliver the agreed services.
5. Review usage and permitted administrative reporting.

Privacy and professional scope

Private coaching notes, raw assessment results and personal concerns stay outside routine employer reporting. Specific sharing requires an informed, permitted agreement. Initial inquiries should not include employee rosters, medical records, private separation details or résumé files.

Coaching is not clinical treatment, financial planning, legal advice or an employment guarantee. Institutional and partner arrangements are confirmed for the specific engagement.

Keith-led support

Keith Lawrence Miller, M.A., holds a Master of Arts in Organizational and Business Psychology from Teachers College, Columbia University. Review his professional credentials and individual client recommendations on the website. University attendance does not imply endorsement.

Contracting lead: Ivy League Résumés LLC. Employer terms, participant authorization and permitted reporting are defined in the accepted order.

Request an employer plan

<https://ivyleagueresume.com/employer-services/request>

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