



Allen And Associates

The business of people since 1960

www.AllenAndAssociates.com

The Nation's Largest Career Marketing Company



For over **40 years**, we have **equipped** nearly one million professionals with the knowledge, **skills** and materials needed to achieve their **career goals**.

Imagine having your own

detailed, personal blueprint

for success.



ALLEN AND ASSOCIATES

BLUEPRINT FOR SUCCESS

Atlanta Chicago Cleveland Dallas Denver Ft. Lauderdale Houston Las Vegas
Minneapolis New York Norwalk Orlando Ottawa Seattle Toronto

Accelerate Your Career

“For the past several years, I've relied on head-hunters, but they never seemed to understand where I wanted to take my career. Allen has proved to me that there is an alternative.”

M.P.
New York, NY



In today's competitive job market, wouldn't you like to have a dedicated career marketing team helping you find your next job? Allen And Associates supplies the expertise and support needed to help you reach your employment goals quickly and efficiently.

Since 1960, the team at Allen And Associates has helped nearly one million professionals, like you, accelerate their career paths. We are the National and International leader in the field because we use proven, aggressive direct marketing techniques to help you win interviews.

Allen And Associates has one objective in mind - to help you land your next job on your own terms. No other company can offer you the comprehensive career marketing services that we do. Plus, we offer pricing that can fit almost any budget.

At Allen And Associates, we provide you with all the elements needed to successfully compete in both the advertised - and more importantly - the non-advertised job market. According to the U.S. Department of Labor and Business Week, unadvertised positions account for over 80% of all positions filled in 2001.

The Allen 3 Step Process

The core of our successful approach is the personalized and objective career marketing program that we develop for you. From creative writing and printing, to research, to interview and salary negotiation training, no two Allen programs are alike. Our clients, all serious jobseekers, attest that our services provide them with a distinct competitive advantage. Our counselors will use our patented **3 Step Process** to help you develop your personal blueprint for success.

1

Create a Personalized Action Plan

A Campaign Support Manager who is highly experienced in executive placement and career marketing will be assigned to you. Your manager helps you approach your search with a thorough understanding of your knowledge, skills, and abilities. Specific career program recommendations will also be made to help you attain your top career objectives.

2

Build Your Career Marketing Portfolio

First impressions count - that is why our team of creative writers will create a full portfolio of career marketing campaign documents based on the initial information you supply about your qualifications, accomplishments, employment history, etc.

3

Approach Targeted Employers Directly

From our database of over **2.7 MILLION COMPANIES**, our research team will target the businesses that match your criteria, and then provide you with an accurate list of key executive/decision makers. We will also package and send your materials directly to these contacts for you. Then, we help you hone your phone, interviewing and follow-up skills.

Career Services You'll Find Only at Allen

Before your program commences, you will be given access to our online Career Resource Center. Listed below are some of our popular services and program offerings. As a valued member, you will be able to create, view, monitor and manage your job campaign program - anywhere and at anytime.

Basic Program Services

Personality Energy Analysis

Allen administers it's copyrighted personality test to help you identify your personality type and occupational interests which allows us to formulate your custom job campaign.

Company Research

Target specific companies based on your criteria. We have 2.7 Million companies in our database. We'll mail your materials directly to the decision maker for the companies you specify.

ResumePLUS

Our portal allows you to interact with our writing staff to produce high-impact resumes and marketing letters. Your documents will stand out from thousands of others.

Total Job Campaign Manual

This valuable step-by-step instruction manual highlights attitudinal development, interviewing tips, negotiation and communication techniques to help you land your next job.

Additional Program Services

MetaJob Search

Access to millions of real time job listings - by far the most on the Web. Gathered from 10,000+ job boards and corporate sites.

Events

Join us for our nationwide networking events and seminar series. Help develop your professional skills and career focus.

Job Coaching

Allen's job coaches thoroughly prepare you with professional advice and useful tips. Walk into every interview with confidence!

Resume Quick Send

We can send your resume and cover letter, via email, directly to thousands of hiring managers and HR professionals who have requested resumes like yours.

Videos

Allen's exclusive job coaching videos, designed to prepare you for important job interviewing topics, such as salary negotiation and stock options.

Phone Service

We can also professionally field your phone calls during business hours if you require confidentiality throughout your career search.

“ By following your advice, I received over ten job offers in the field of my choice within two months. The things I learned with Allen put me in the driver's seat. ”

C.R. Springfield, MA



An Experienced Team Ready To Work For You

We have assembled a dedicated group of senior staff and administrative personnel to provide you with the highest quality of ongoing professional services.

Our employees are seasoned specialists in such areas as executive recruiting, marketing, research, communications, interview training, executive search, attitudinal development, testing, and analysis. Collectively, their experience includes planning, designing, and conducting a variety of career development, marketing, and outplacement programs for nearly a million job candidates, hiring managers, and HR professionals.

Allen And Associates has offices in the U.S. and Canada, as well as a National Marketing Department that works with you if your area is not covered by one of our local offices.

For a FREE Resume Critique and Career Consultation, submit your resume online at AllenAndAssociates.com, visit us in one of our branch offices or call us at **866-953-8800**.

Don't wait. Contact us today!

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| Atlanta... | 866-475-3808 |
| Chicago... | 866-475-3817 |
| Cleveland... | 866-475-3804 |
| Dallas... | 866-475-3813 |
| Denver... | 866-475-3811 |
| Ft. Lauderdale... | 866-475-3809 |
| Houston... | 866-475-3807 |
| Las Vegas... | 866-475-3812 |
| Minneapolis... | 866-475-3802 |
| New York... | 866-475-3806 |
| Norwalk, CT... | 866-475-3803 |
| Orlando... | 866-953-8800 |
| Ottawa... | 866-630-0026 |
| Seattle... | 866-475-3821 |
| Toronto... | 416-512-3772 |
| National... | 866-953-8800 |

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"Your system truly does work...
after a year of answering ads
with little success, I now have
three firm offers to choose
from. Thank you Allen!"

A.C., Chicago, IL



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