



## **Examples of services for private Individuals**



### **« Retirement budget » « Early retirement budget »**

- At the moment, you are still active but the end of your career is on the horizon.
- During our first meeting, based on your own documents\*, I will explain you how the Swiss social security system works. I will provide you the forms to ask for pension projections. On request, we can fill them together. We will talk about your current personal expenses and the ones you would like to have when you will be retired. Those elements will allow me to calculate your personal budget.
- As soon as you receive your pension projections, you inform me by phone so we can plan the next session.
- During our second meeting, we talk about the different elements regarding your situation, like the impact of an early retirement or a lump-sum payment. I will give you also your « retirement budget » and your « early retirement budget ».
- After this, you will be able to take the decision regarding your personal situation for this life's new stage.
- Receive a free of charge estimate by simple request at +41 (0)78 891 74 91.



### **Swiss labour law questions**

- In your lifecycle within a company, you may face to difficulties.
- During our first meeting, you speak openly regarding your questions and I will provide you the keys to understand your rights.
- Based on your contractual documents, I analyse your situation within 10 working days. During our second meeting, you will receive a practical notice.
- On your request, I can ensure a regular follow-up of the evolution.
- Receive a free of charge estimate by simple request at +41 (0)78 891 74 91.



### **Resumé and cover letter analysis**

- You email me your resumé, your cover letter as well as the job offer you are interested in. Please send me also your diplomas and work certificates.
- You get, within 72 hours, a written proposal of the improvements that could be brought, in terms of both content and form for your application file.
- Receive a free of charge estimate by simple request at +41 (0)78 891 74 91.



### **Work interview « Package »**

- You email me your resumé, your cover letter as well as the job offer you are interested in.
- You get, within 72 hours, an appointment for a mock up interview.
- We meet at the appointment
- You will be interviewed for 45 minutes, as if it was the real interview, Therefore, get ready for it as if it was the real one, you won't get a second chance to make a first good impression
- After the so-called interview, you will get a whole feedback. Written for the application file previously sent, orally for the interview (on both the answers you gave as well as the body language you shown)
- **Optional:** possibility for your interview to be recorded. If chosen, a SD memory card will be given as soon as the meeting ends.
- Receive a free of charge estimate by simple request at +41 (0)78 891 74 91.



### **Further tailored services**

- Routine life events, as well as professional relationships, may give rise to technical or legal difficulties. In some cases, it is hard to find the good way or to understand all the issues.
- Due to my professional practice, I can provide you a quick solution.
- To any evaluation, do not hesitate to contact me at +41 (0)78 891 74 91.