



HIGHEST QUALITY SCRIPTS, INC.

1755 PARK STREET, SUITE 200
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630.778.3416

WWW.HIGHESTQUALITYSCRIPTS.COM

HQ SCRIPTS, INC.'s *Your Career Campaign*[™]

Personally designed for you by an award-winning recruiter and her market research staff, *Your Career Campaign*[™] is a five-pronged approach towards your next position that will jumpstart your networking to increasing success and propel your career upward. The campaign plan consists of: (1) a **resume** that sells you; (2) a **strategy** that defines the sectors and positions that should be your marketing aim...and tells you some approaches to employ; (3) an **organizational tool** so you won't drop leads and follow-ups; (4) a **contact list** with names, phone numbers, and notes; and (5) **Career Success Scripting**[™] that gives you the best way to say what needs to be said.

The following are the steps that describe the services that will be provided:

1. Upon payment of \$1,500.00 to HQ Scripts, Inc. (via the PayPal email invoice that you will receive upon notifying us that you wish to purchase the *Your Career Campaign*[™] product), please email your current resume to hqs1@juno.com. The resume should be sent as a Microsoft Word document file attachment to the email. If you don't have a resume, please phone Kathy Graham so that she can explain alternatives.
2. Call or email Kathy Graham to set up an appointment for an initial telephone consultation.
3. In the initial telephone consultation, Kathy Graham will review with you your background and goals in depth.
4. Within one week after the initial consultation, Kathy Graham will contact you to set up an appointment for a strategic planning telephone consultation session. On the day of but before the time appointed for your strategic planning session, you will receive from HQ Scripts, Inc. via email your resume in a first draft stage.
5. In the strategic planning session, Kathy Graham will review your resume in first draft stage, discussing any questions that you might have. At this time, any mutually agreed upon revisions will be incorporated into the final resume format.
6. Also in the strategic planning session, Kathy Graham will discuss in detail with you cover letter options, where to take your resume, how to present yourself, fall back choices, ways to increase your marketability, and potential additional avenues available.
7. Within one week after the conclusion of the strategic planning session, HQ Scripts, Inc. will email you the final version of your resume, which will be sent as a Microsoft Word document file attachment.
8. Accompanying your final resume will be your detailed strategy plan and your contact list in PDF format as discussed over the phone with Kathy Graham in your telephone consultation session.
9. Kathy Graham will strategize and script with you on an ongoing basis until you achieve your goal.

NOTE: If you wish to purchase these services separately, the (1) resume writing service costs \$350; the (2) strategy plan costs \$250; the (3) organizational tool costs \$150; the (4) contact list costs \$900; and the (5) *Career Success Scripting*[™] costs \$450.

REMEMBER, WHEN YOU BUY ALL 5 FOR \$1,500—YOU SAVE \$600.

Or Choose:	* Option A:	Buy #1 & #2 together for \$500—Save \$100. *
	* Option B:	Buy #2 & #5 together for \$600—Save \$100. *
	* Option C:	Buy #1, #2, & #3 together for \$600—Save \$150. *
	* Option D:	Buy #1, #2, & #5 together for \$900—Save \$150. *
	* Option E:	Buy #1, #2, #3, & #5 together for \$1,000—Save \$200. *

The Fine Print Paragraph:

This document constitutes the full agreement between you and HQ Scripts, Inc. relating to the services that will be provided by HQ Scripts as its *Your Career Campaign*[™] product, should you choose to purchase it. All rights for the resume designed by HQ Scripts, Inc. shall be retained by you provided that full payment for the service has been received. All rights for the strategy plan, the organizational tool, the contact list, and the scripting shall be retained by HQ Scripts, Inc. with only your personal usage of the information contained within the strategy plan, the organizational tool, the contact list, and the scripting being permitted. There are no refunds.

Kathleen A. Graham, Principal

HQ Search, Inc., HQ Seminars, Inc.,

HQ Scripts, Inc., HQ Services, Inc.

THE GLOBAL FINANCIAL CONNECTION[™]

"Connecting finance professionals with what they need"

- Kathleen "Kathy" Graham is a Principal with HQ Search, Inc., a retained executive search firm specializing in financial services positions globally that she co-founded in 1997. Her clients are asset/money management companies; domestic money center, international, and suburban banks; investment/merchant banks; consulting firms; corporations; credit rating services; pension funds; real estate developers; trading institutions/hedge funds; and private equity/venture capital firms. Kathy focuses on placing talent with base salaries ranging from \$100,000 to \$1,000,000+. She routinely advises senior management of clientele firms with the latest market intelligence regarding economic conditions, emerging trends, and potential developing hazards to their business in addition to providing significant input into their hiring and marketing strategies.
- Kathy was a first-day keynote presenter at the Chicago Federal Reserve's 2009 Ninth Annual Private Equity Conference. Her topic was how to more effectively use a firm's human capital to improve performance.
- At the request of The CFA Society of Chicago, Kathy created a career event, *Your Career Strategist*[™], for their members. **This event sold out in 2 hours the first day it was announced.** Survey results from attendees: **100% found value in their session and 100% said Graham "provided useful suggestions for modifying their resume" and "formulated a successful career strategy in their field."** Kathy has also been a speaker for numerous other local and national finance-related groups, including the Managed Funds Association and Financial Research Associates.
- For the last seven years Graham has issued an annual financial services job forecast, which to date has been completely accurate in forecasting the overall prevailing trends and hot jobs/dud jobs for each finance sector. She also started three new companies in 2006: HQ Seminars, Inc. (custom designed financial niche and in-house seminars); HQ Scripts, Inc. (editing and creation of financial articles, books and newsletters); and HQ Services, Inc. (financial services compensation studies, brainstorming/focus groups).
- Kathy's latest book is *Graham's Manual of Style for Resumes and Cover Letters*, published in September 2009. Her articles, which have appeared in publications such as *Financial Engineering News* and *Financial History*, include a seminal paper in 2006 predicting the unprecedented changes in the global financial marketplace. Her first children's book, *The Land of Lemons and Nuts*, published in 2008, teaches economics to children ages four through nine and is available in English, French, and Spanish.
- Graham obtained her MBA in Finance, Analytic Finance, and Econometrics & Statistics from the University of Chicago. She received the University of Chicago's Booth School of Business "CEO" award in 1998, and later for four years was the Global Chair of their alumni Finance Roundtable. She is also an active member of 100 Women in Hedge Funds, the CFA Institute nationally and locally, Chicago Financial Women, Hedge Funds Care, QWAFAPFW, GARP, and PRMIA.



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WHAT OUR CLIENTS SAY

“Kathy - I wanted to send you a short note to let you know how happy I am with my Career Campaign Strategy and Contact List. As we had discussed, my situation poses a variety of challenges as it involves a probable career change and a restriction of geographic location. Given the constraints of my job search, it was essential for me to identify a large number of target companies in multiple industries.

The Campaign Strategy and Contact List are proving invaluable in jump starting my search process. It not only helped me to clarify the industries that I should focus on but it also identified a large number of firms that I never would have found on my own. The contact list is really useful because it helps with the next step in the process, which is finding the right people to contact within each organization.

Another nice idea was identifying some organizations that I could join to help with networking and keeping current with events in my target industries. Given that this package of services was tailored to my rather specialized background, it saved me from having to guess which organizations hire people with skill sets similar to mine. By using your service, I was able to take the time saved and apply it to other vital aspects of my job search, including completing some continuing education. Thanks again.”

—Dave, Senior Derivatives Specialist.

“Kathy Graham and HQ Scripts, Inc. have created a unique and valuable service for senior level executives engaged in career transitions in the current economic environment. As a financial professional who until recently has not been in the market, I have found the program particularly effective in breaking the job search process down into critical steps.

Different from other job search resources, HQ Scripts provides:

- *professional, personalized coaching through each segment of the search*
- *clear definition of the desired position*
- *development of a superior resume*
- *identification of specific firms to target with individual detailed contact information*
- *effective utilization and expansion of professional network*
- *refinement of my job search process as it continues.*

Therefore, given the above, I highly recommend HQ Scripts’ Your Career Campaign™ product.”

—Jennifer, Senior Large Corporate Banking and Finance Professional.

“Your Career Campaign™ has been the perfect solution to organizing my next career move as a C-level executive. Kathy Graham’s expertise in job search strategy development and networking (she provides a personalized contact list), along with superb skills in resume and bio writing, are second to none. This clearly is a “must do” program for every serious career campaigner who wants to do it right.”

—John, CFO of a Major Multinational Corporation.