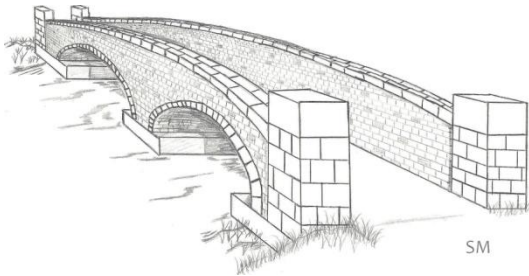


## Looking for guidance on your career path?

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Pontus Consulting can help  
you plan and build a bridge  
to your future.



Choosing or changing a career path  
is an important step. The  
philosophy of Pontus is to know  
yourself first, then use that insight  
to make informed decisions.

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**Pontus Consulting, LLC**  
[www.pontusconsult.com](http://www.pontusconsult.com)

### ***Why seek help as you explore a career change or plan steps toward your future?***

Career evaluation and transition can be both exciting and intimidating. Although hundreds of books and online resources exist to aid in career research, the sheer volume can be overwhelming.

Knowing where to start—and how to evaluate yourself and career opportunities in an organized fashion—is crucial to a successful outcome.

#### What Pontus offers:

- ✓ A *personalized* approach to the evaluation process, which is tailored to your specific situation and needs.
- ✓ Access to appropriate tools and references to help provide self-insight and guide occupational research.
- ✓ Assistance with developing a readable, content-rich résumé to capture the attention of potential employers.

#### Introduction to **Mary Boyle, MS, CDF**

Mary has an enduring interest in individuals realizing their potential and finding satisfying work. Applying her training and two decades of experience in the corporate world, she will help you identify personal career-relevant attributes, including the following:

- ❖ *Work styles/preferences*
- ❖ *Interests profile and related occupations*
- ❖ *Values in the workplace*
- ❖ *Preferred skills*
- ❖ *Relationship of these aspects to career options*

**The past is important in guiding the future:** personal work history and experiences are also considered to inform career decisions.

Making career information accessible to individuals at all levels of work experience and education is an objective of Pontus. Individual services are available as well as a cost-saving career evaluation package.

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#### Contact:

**Mary Boyle**

**Pontus Consulting, LLC**

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e-mail: [info@pontusconsult.com](mailto:info@pontusconsult.com)

404-877-8176

## Certification/Affiliations

Career Development Facilitator (CDF)  
American Psychological Association  
National Career Development Assoc  
Professional Association of Résumé  
Writers & Career Coaches

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### Suggested resources:

[www.bls.gov/oco/](http://www.bls.gov/oco/) - The online version of the *Occupational Outlook Handbook*, produced by the U.S. Department of Labor and recently updated to the 2010-2011 edition. An accessible resource for researching occupational fields, the database provides what workers do in a particular job and in what working conditions; training and education required for an occupation; typical earnings; and a Job Outlook projection for the next decade.

[www.job-hunt.org/](http://www.job-hunt.org/) - This site is an “information clearinghouse” that provides a simple way to branch to a particular state for job resource and networking links. Includes a tutorial for the online job search, as well as no-cost articles and links to other resources.

Despite the number of written references and online sources, taking the first steps can be difficult. Having an advocate/coach may provide the objective help needed to jump-start your career evaluation process.

If you are interested in *personalized* assistance, please contact Pontus Consulting to discuss how our career services will benefit you!

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*Job-Hunting Online* (5th Edition). Bolles, Mark E., and Bolles, Richard N. (2008). Berkeley, CA: Ten Speed Press. This book is a companion to *What Color is Your Parachute?* and provides excellent direction for using the internet during the job search effort.

*Atlanta Jobs* (15th Edition). Hines, Stephen E. (2003). Atlanta, GA: CareerSource Publications. Written by an Atlanta personnel professional, this is a comprehensive reference for organizing a job search. A 90-page appendix provides company profiles for many of Atlanta’s largest employers. Also includes a nice summary of why and how to prepare a “30-second” oral resume. This guide is appropriately used after you have already identified the skills you want to use and have a specific job objective in mind.

