

## *Resume Services*

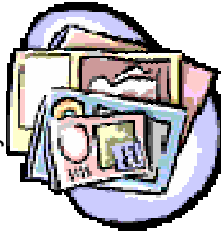


The elements of a good Resume Package includes a cover letter that presents your intentions, qualifications and availability to a prospective employer in a succinct and appealing format and a good resume that markets you and your skills.

No matter what your career, everyone needs a resume to market their skills. Think of it as an introduction to your next employer. It's like having a friend call his boss and put in a good word for you! Whether you are a truck driver, waitress, bank manager, logger, fisherman...you need a resume that sells YOU! *Stand out in the crowd! Reasonable rates!*

## *Newsletters*

Use your text or develop your newsletter from scratch at an additional charge. Fees are on a sliding scale depending on the project. Please ask for a quote.



I will furnish rough drafts of your newsletter for your review. Once you have approved the design, layout and text, the final version will be furnished to you.

If there are any additions, there will be an additional charge for time and related materials. I can also create your newsletters as an Acrobat PDF file ready for emailing or posting online.

# coastal business solutions



Trish Neal  
Coastal Business Solutions  
PO Box 1671  
Coos Bay, Oregon 97420

***Business and  
Marketing Solutions***

**541.297.8005**

***www.CoastalBizSolutions.com***

## Oregon Coast Artists.com!

The purpose of Oregon Coast Artists is to provide a low-cost online venue for artists, craftspersons, photographers, authors, manufacturers of a product unique to the Oregon Coast, and similar creative people to promote their creations, talents, or services.



We offer a low-cost basic web site for those who do not currently have a web site to be used to present their craft or product. For those who have an Internet presence, a "gateway page" can be designed to link to their web site or a link button can be established. Area businesses and organizations may also participate in this venue.

Please contact us for details on advertising on the web site. Are you hosting an event? Please put us on your mailing list! We'll promote your event online at no charge!



[www.OregonCoastArtists.com](http://www.OregonCoastArtists.com)

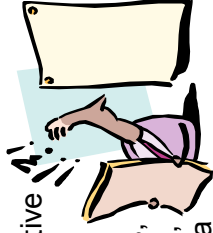
## Secretarial Services

If you are a one man or woman operation, let us help with the secretarial duties. We can generate letters, build a database for mail merge, take minutes of meetings, pick up your mail while you are on vacation, and more! By the hour or by the project. We can make your job easier and give you more time to do the fun stuff!



## Marketing Tools

Need a quick but effective way to market your goods, your event, your services, or?? Brochures, flyers, post cards, business cards, rolodex cards, etc. are a great way to spread the word about your business!

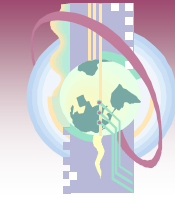


You can have flyers with tear off phone number tabs, colorful posters to post on bulletin boards or post cards to mail out or distribute to your customers and potential customers. Garage Sales, For Sale Flyers, Flea Markets, and more!

Contact us for a quick and efficient way to market your business or event. Have brochures printed in small quantities or large quantities. This is perfect for targeting special events. We can also create a PDF document ready for emailing or posting online.

## Web Site Design

Use your text or create the text for you based on the material that you provide. I can also research information to add to your web site.



- Scan photos that you provide or work with your digital photographs.
- Scan brochures, business cards, logos, and most anything but cannot guarantee quality, since the quality of the original dictates the end result.
- Create Meta Tags for your web site to guarantee hits from the various search engines.
- Place site counter on your site which will provide basic information on who is finding your web site as well as how long they are visiting.
- Submit your completed web site to the Wide World Web search engines.
- I currently use Front Page to produce the web sites and most ISP's will support the FrontPage extensions.
- You can use your own ISP or I can refer you to one of our local ISPs.
- Free changes the first 30 days. New information is at the hourly rate.
- Maintain your website on a monthly basis, or schedule maintenance of your choice.

[www.designsbytrisha.com](http://www.designsbytrisha.com)