Resume Questionnaire

Please answer all that apply. What you provide will be used to write your resume. This is an in-depth questionnaire from which to build a successful and eye-catching resume that is intended to make you stand out from others applying for the same job position.

**YOUR INFORMATION:**

***Name: Address: (city, state, country. Do not include your full personal address for security purposes) Phone number you want listed on your resume: (give only one number) Email: (only one email address) Linkedin URL:***

 **What job position are you looking for and in what industry?** If there’s a job posted online that you’d like to apply to, please send the URL so I can see the job requirements.

**Areas of expertise/skills:** Please list 6-12 of your skills related to the position you’re seeking (example: business development, leadership, customer service, social media, etc.)

**List your computer/technical expertise:** (Word, Excel, Photoshop, Web Development, industry specific software, etc.)

**EDUCATION:**

* Please list degrees and at which school you attended or received the degree
* City and state location of the school
* Years you attended the school
* List any special training you had, where and when
* If you have no schooling beyond high school, state the school name, city/state, and if you graduated or got a GED.

**List Certifications/Credentials/Honors including when you received them.**

**PROFILE:**

In a few sentences state why you should be hired over anyone else -- what do you bring to the job that makes you stand out? For example, what qualities and strengths do you have? Consider it from the employers’ point of view – what is he looking for that you can supply – what does he want that you have – what personal characteristics do you bring -- what skills -- what talents?

What do you want the hiring manager to know about you? What are your career goals? Please be thorough. This will be used in your cover letter and/or LinkedIn profile.

**EXPERIENCE:**

List all your jobs but don’t go back prior to the year 2000. For each job provide the detailed information below.

**Company:
Location city/state:
Dates of employment in years. Months are not required.
Job position title:**
In a sentence or two, summarize what the company does and your job description.
For the job description, include your general responsibilities and tasks.

**Accomplishments / Achievements / Successes:**
State you job accomplishments – what you succeeded in. Quantify if possible and if it pertains, to include dollar amounts/percentages, awards recognitions, and anything else that sets you apart from your co-workers.

Be as detailed as possible. Ex. “Increased productivity 20% by doing X”

Resumes are built on achievements over duties, so if there is anything you can put here, please do – preferably in one sentence. If the achievement is performing a task and not quantified, then just state the achievement.

Some job positions are difficult to separate into duties and achievements, as the two overlap. In that case, simply state what you did but give some detail so the hiring manager sees that you really know how to perform the task.

Do not include basic requirements that are obvious to fulfill the job, unless you have no achievements to mention.

**Repeat for each job going back to 2000.

Please note any additional information that highlights your expertise or accomplishments. Anything that you feel sets you apart!**