

RESUME WRITING ACADEMY

RESUME TRAINING PROGRAM

Sample Questionnaire

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email: _____ URL (web portfolio): _____

Work Phone: _____ OK to put on resume? YES NO

Willing to relocate? YES NO Willing to travel? YES NO

Please answer the following questions as completely and accurately as possible. Not all questions may apply to you. If they do not apply, mark them N/A. Use additional sheets if necessary.

Position/Career Objective: List top three job title choices in order of preference:

1. _____

2. _____

3. _____

Is this a career change for you? Yes () No ()

Long-Range Career Goals _____

Purpose of Resume _____

Briefly summarize your experience in this field (include number of years, career advancement, etc.): _____

What are some terms specific to your line of work? _____

What skills do you possess that you want to highlight? _____

Current Salary: _____ Expected Salary: _____

Education (list all degrees, certificates, diplomas received, dates received, school or college, and location of school or college). Please begin with the most recent and work backwards.

College/Univ: _____ City/State: _____
Major: _____ Degree: _____ Year _____ GPA: _____
Honors: _____

College/Univ: _____ City/State: _____
Major: _____ Degree: _____ Year _____ GPA: _____
Honors: _____

High School: _____ City/State: _____ Year _____

Relevant courses/seminars/workshops: (include names, dates, place, sponsoring organization, etc.) _____

Certifications _____

Professional Licenses: _____

Military: (include branch of service, locations, position, rank achieved, years of service, honorable discharge?, key accomplishments, special recognition, awards, etc.) _____

Professional Organizations/Affiliations: (include offices held) _____

Publications / Presentations: Title / Periodical / Location / Date _____

Computer Skills: (include hardware, operating systems, software, Internet, e-mail, etc.) _____

Foreign Languages: (fluency — verbal/written) _____

Hobbies: _____

Community Activities (name of organization, years involved, positions held) _____

Use the following pages to describe your work experience. As you consider each position, ask yourself: *"How is this company better off now than when they hired me?"* For example, did you increase sales? If so, by what percentage or amount? Did you generate new business, bring in new clients, or forge affiliations? Did you save your company money? If so, how much and how? Did you design and/or institute any new system or process? If so, what were the results? Did you meet an impossible deadline through extra effort? What difference did this make to your company? Did you bring a major project in under budget? How did you make this happen? How were the dollars you saved used? Did you suggest and/or help launch a new product or program? If so, did you take the lead or provide support? How successful was the effort? Did you take on new responsibilities that weren't part of your job? If so, did you ask for the new projects or were they assigned to you? Did you introduce any new or more effective techniques for increasing productivity? Did you improve communication? If so, with whom and what was the outcome? How did your company benefit from your performance?

Begin with present employer / project — include self-employment, volunteer or unpaid work if it applies. **List different positions at same company as separate jobs.**

Name of company: _____

City/State: _____ Dates of employment: _____

Your title or position: _____

Who do you report to (**title**)? _____ Number of people you supervise: _____

Their titles or functions: _____

Briefly describe the size of the organization (volume produced; revenues; number of employees; local, national or international?, etc.) _____

What it is that they do, make, or sell? _____

Where do they rank in their industry in terms of their competitors? _____

Briefly describe your duties, responsibilities, level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc. _____

Why were you hired (or promoted or selected)? What was going on at the company? Was there a particular challenge or problem you were brought on to solve? Did you have specific performance measurements? If so, please describe them as specifically as possible. Where was the company headed? Why did they need you?

Describe 4-6 **accomplishments** in this position. Give facts and figures whenever possible. _____

Previous Employment:

Name of company: _____

City/State: _____ Dates of employment: _____

Your title or position: _____

Who did you report to (**title**)? _____ Number of people you supervised: _____

Their titles or functions: _____

Size of the organization: _____

What it is that they do, make, or sell? _____

Where do they rank in their industry? _____

Briefly describe your duties, responsibilities, level of authority, etc. _____

Why were you hired (or promoted or selected)? What was going on? _____

Describe 4-6 **accomplishments.** _____

Previous Employment:

Name of company: _____

City/State: _____ Dates of employment: _____

Your title or position: _____

Who did you report to (**title**)? _____ Number of people you supervised: _____

Their titles or functions: _____

Size of the organization: _____

What it is that they do, make, or sell? _____

Where do they rank in their industry? _____

Briefly describe your duties, responsibilities, level of authority, etc. _____

Describe 4-6 **accomplishments.** _____

Previous Employment:

Name of company: _____

City/State: _____ Dates of employment: _____

Your title or position: _____

Who did you report to (**title**)? _____ Number of people you supervised: _____

Their titles or functions: _____

Size of the organization: _____

What it is that they do, make, or sell? _____

Where do they rank in their industry? _____

Briefly describe your duties, responsibilities, level of authority, etc. _____

Describe 4-6 **accomplishments**. _____

For the following categories, consider your **entire work history**.

Personal Strengths: _____

Achievements (your greatest accomplishments in the workplace / school / community): _____