

# 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.** \_\_\_\_\_  
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\_\_\_\_\_

**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.** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**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): \_\_\_\_\_