

# Resume Professionals

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## RESUME QUESTIONNAIRE

If you prefer to fill out your questionnaire on paper then please print this form, complete it and fax it to the number listed above. Or you may copy and paste it and return it through our email address listed through our website. After we review your answers we will call you to discuss your answers and get to know you a little bit. We feel that it is very important to know who we are writing about. This is about you, it is not just cut and dry typing. We are representing you, your character and your career. We must have a little insight on your marketing values.

Please complete this form to the best of your knowledge, if you have any questions on how to answer any given question please take note and feel free to give us a call. We will be more than happy to coach you through any difficulties.

### LETS BEGIN:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**What position(s) are you seeking:** \_\_\_\_\_

Do you have any special qualifications for this position, (list all of your skills, qualifications, special attributes, personal and work ethics, what are your goals).

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION:

**College or University:** \_\_\_\_\_

**City, State** \_\_\_\_\_

**Dates Attended** \_\_\_\_\_ **Graduate?** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Degree Earned:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Honors/Awards:** \_\_\_\_\_

**Memberships and Offices Held:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

**Vocational, Trade or Technical College** \_\_\_\_\_

**City, State** \_\_\_\_\_

**Dates Attended** \_\_\_\_\_ **Graduate?** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course of Study** \_\_\_\_\_ **GPA** \_\_\_\_\_

**Honors/Awards:** \_\_\_\_\_

**Memberships and Offices Held:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**High School:**

**City, State** \_\_\_\_\_

**Dates Attended** \_\_\_\_\_ **Graduate?** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course of Study** \_\_\_\_\_ **GPA** \_\_\_\_\_

**Honors/Awards:** \_\_\_\_\_

**Memberships and Offices Held:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

*Any additional education, special training, certifications, volunteer work, publications etc., do not leave anything pertinent out, what you may not find important-someone else would.*

**WORK EXPERIENCE:**

**Company Name:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City:** \_\_\_\_\_ **State** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **thru** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

What did you do anything that stood above the rest?

Special accomplishments?

What were you most proud of?

If possible, list numbers or figures to strengthen your resume!

*Example: You created a system that saved the company \$20,000 by implementing a new advertizing procedure*

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **thru** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

Did you do anything that stood above the rest?

Special accomplishments?

What were you most proud of?

If possible, list numbers or figures to strengthen your resume!

*Example: You created a system that saved the company \$20,000 by implementing a new advertizing procedure*

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **thru** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

**Did you do anything that stood above the rest?**

**Special accomplishments?**

**What were you most proud of?**

**If possible, list numbers or figures to strengthen your resume!**

*Example: You created a system that saved the company \$20,000 by implementing a new advertizing procedure*

**Skills:**

Are you bilingual? (do you speak any other language) \_\_\_\_\_

What office equipment are you proficient in: \_\_\_\_\_

What are your computer/software skills? \_\_\_\_\_

Typing wpm: \_\_\_\_\_

Do you have special training (certificates)? \_\_\_\_\_

What are your strongest work related skills? \_\_\_\_\_

Do you have transferable skills?

\_\_\_\_\_

If you are a student or have NO work experience, focus more on detailed information about your coursework and volunteer work, or community activities, focus on your transferable skills.

Do you have a small summary of YOU! How do you feel about yourself, your honesty, promptness, values, morals, ethics, your future goals and how you feel about growing with more education and training? Do you want to grow with a company and do the very best you can. Tell me about you!!!!