

# Resume Questionnaire

In all instances, please include as much information as possible. At this point, it is important to determine which is the relevant information to capture. We can always edit out. Use extra sheets of paper if necessary.

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

**Address:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Internet Address:** \_\_\_\_\_

**Education.** Please list all schools with their locations. Include graduation dates and degrees or classes taken.

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**Professional Licenses/Certifications and Associations.** Please list all professional licenses and groups with which you are affiliated. Include offices held if applicable.

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**Volunteer Service.** Please list all volunteer organizations that you participate in. Includes offices held if applicable.

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**Military Experience.**

Branch \_\_\_\_\_ Rank \_\_\_\_\_

Status \_\_\_\_\_ Areas of Specialization: \_\_\_\_\_

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Clearances \_\_\_\_\_

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Special Training \_\_\_\_\_

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**Computer Skills:** Please list any and all software programs that you are familiar using.

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**Language Skills:** Please list any and all foreign and computer language capabilities and level of competency.

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**Experience.** Please list in chronological order, most recent first and covering at least 15 years, your work experience using the format provided.

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

**Supervisor's Name and Title:** \_\_\_\_\_

**Your Title:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

If you are no longer employer there, explain circumstances under which you left.

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**Base Salary:** \_\_\_\_\_ **Commissions:** \_\_\_\_\_ **Bonus:** \_\_\_\_\_

**Basic Responsibilities.** Use bullet points. \_\_\_\_\_

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**Significant Accomplishments.** Please list, being as specific and quantifiable as possible, any benefits that you provided to the company through your work, i.e. Increased sales in my region 23% in first 18 months, Signed new service contract with national company within first 90 days; Exceeded sales goals by more than 33% in first three years.

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**Your Title:** \_\_\_\_\_

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**Basic Responsibilities.** Use bullet points. \_\_\_\_\_

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**Basic Responsibilities.** Use bullet points. \_\_\_\_\_

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**Professional Profile.** Using bullet points, list your core competencies; specific personal attributes that are inherent to you and that you bring into every working situation, i.e. Highly disciplined, Goal orientated, Excellent professional presentation skills.

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**Statement of Objective.** As succinctly as possible, state your employment objectives.

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**Project List or CAR Profile.** Depending on your level of experience and the type of work you do, you may want to consider preparing a Project List or FAB Statements. These documents, explained below can be useful to fill out the details of your experience in written form or used as a prompt in an interview situation to clarify your ability to contribute to a new organization.

**A Project List** is a list, either chronologically or by subject area, of the types of projects that you have been involved in throughout your career.

**A CAR (Challenge, Actions, Result) Profile** is a three column grid which cites the challenges you have faced in your career, the actions you took in response to the challenge and the result of your actions.

In either case, list the size and scope of the project, using numbers whenever possible. Be specific about your level of contribution.