



Résumé Questionnaire

In order to prepare a résumé that is accurate and effective, please provide the following information. Please TYPE or PRINT clearly, so that all information is legible.

Personal Data

Name (as you would like it to appear on your résumé) _____

Address (please include apt. number) _____

City, State and Zip _____

Home Phone _____ Work Phone _____ E-mail _____

FAX _____ Message _____ Cell/TDD/Data/Other _____

Career Objective (**REQUIRED** to enable proper focus of résumé): _____

Special Skills and Positive Attributes

Please indicate which of the following attributes apply to you. Select as many as fit your background, experience, training and personality. Add any other information that is appropriate, where indicated.

Certifications or licenses held: _____

Self starter who can work with minimum supervision

Excellent verbal and written communications skills

Dependable, reliable and conscientious work habits

Prompt and accurate in the completion of responsibilities

Experience in management and supervision of up to ___ subordinates

Good cooperation with supervisors, co-workers, subordinates and clients

Foreign language fluency specify language(s): _____

Other special skills and attributes that qualify you for this career: _____

Office Skills:

Typing speed ___ words per min. Shorthand ___ words per min. 10-key by touch

Computer Skills (check all that apply):

IBMPC's/Compatibles Macintosh UNIX Other (specify) _____

Microsoft Windows PC DOS Service/Repair of Computer Hardware

Function: End user/software user Programmer/Software designer Web Design/Operation

Network Engineer Service/repair of hardware Design/Manufacture

Computer Software (check all that apply):

MicrosoftWord Microsoft Excel Microsoft Office Lotus 1-2-3 dBASE

WordPerfect Powerpoint Accounting Other (specify) _____

Page layout Graphics Programming (specify languages) _____

Education and Training

For each school attended, please complete the following. Use additional sheets if necessary. **Start with the MOST RECENT SCHOOL FIRST, and list in reverse chronological order.**

Most Recent (or present) School Attended

Name of School _____

Dates attended (from starting month/year to ending month/year) _____

Type of School: College Junior College Trade/Vocational School High School

Location (city and state or foreign country only) _____

Degree or Certificate _____ Major _____ GPA _____

Relevant Courses: _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out . List as many as you can think of.)

Previous School Attended

Name of School _____

Dates attended (from starting month/year to ending month/year) _____

Type of School: College Junior College Trade/Vocational School High School

Location (city and state or foreign country only) _____

Degree or Certificate _____ Major _____ GPA _____

Relevant Courses: _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out . List as many as you can think of.)

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Location (city and state or foreign country only) _____

Degree or Certificate _____ Major _____ GPA _____

Relevant Courses: _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out . List as many as you can think of.)

Employment History

For each position, please complete the following. Use additional pages if necessary. **Start with the MOST RECENT JOB FIRST, and list all jobs in reverse chronological order.**

Most Recent (or present) Employer

Name of Company _____

Location (city and state or foreign country only) _____

Dates worked (from starting month/year to ending month/year) _____

Position(s) (if more than one position, i.e., promotion, transfer, etc., list each position and month/year of change) _____

Duties (BRIEFLY describe your normal job responsibilities) _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out from others with the same position. Were you employee of the month, or quarter, or year? Did you have any demonstrated increase in sales, productivity or other tangible achievement? List as many as you can think of.)

Previous Employer

Name of Company _____

Location (city and state or foreign country only) _____

Dates worked (from starting month/year to ending month/year) _____

Position(s) (if more than one position, i.e., promotion, transfer, etc., list each position and month/year of change) _____

Duties (BRIEFLY describe your normal job responsibilities) _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out from others with the same position. Were you employee of the month, or quarter, or year? Did you have any demonstrated increase in sales, productivity or other tangible achievement? List as many as you can think of.)

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Location (city and state or foreign country only) _____

Dates worked (from starting month/year to ending month/year) _____

Position(s) (if more than one position, i.e., promotion, transfer, etc., list each position and month/year of change) _____

Duties (BRIEFLY describe your normal job responsibilities) _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out from others with the same position. Were you employee of the month, or quarter, or year? Did you have any demonstrated increase in sales, productivity or other tangible achievement? List as many as you can think of.)

Military History

If you have military service background, please complete the following:

Branch of Service: _____

Primary Locations (domestic or foreign base sites) _____

Dates served (from starting month/year to ending month/year) _____

Position(s) (if more than one position, i.e., promotion, transfer, etc., list each position and month/year of change) _____

Rank and pay grade: _____ Honorable Discharge? _____

Duties (BRIEFLY describe your normal job responsibilities) _____

Overseas or combat experience: _____

Achievements (Describe IN DETAIL any special awards, honors, recognition, accomplishments or anything that shows the ways in which you stood out from others with the same position. Were you employee of the month, or quarter, or year? Did you have any demonstrated increase in sales, productivity or other tangible achievement? List as many as you can think of.)

Community Service / Volunteer Work (Copy and repeat for each organization)

Name of Organization _____

Location (city and state or foreign country only) _____

Dates served (from starting month/year to ending month/year) _____

Role (BRIEFLY describe services you perform[ed]) _____

Achievements (Describe IN DETAIL any special accomplishments, awards, honors, special recognition or anything that shows the ways in which you stood out from others with the same position. Were you employee of the month, or quarter, or year? Did you have any demonstrated increase in sales, productivity or other tangible achievement? List as many as you can think of.)

Additional Information

Please use this area to provide additional information about previous employment, education and training, special skills/qualifications or any other information that did not fit elsewhere on this résumé questionnaire which you feel would be valuable to us in preparing your résumé.

Thank you!