

Resume Questionnaire



Contact Information

_____ First Name	_____ Last Name	_____ Middle Initial
_____ City (in which you currently reside)	_____ State	_____ Zip
_____ Email Address		
_____ Primary Phone Number		
_____ LinkedIn Profile URL (Optional)		

Resume & Career Profile

Please tell us a little more about your professional life.

What is your current job title and/or industry in which you're currently working?
What skills and qualities do you possess that have made you successful thus far?
How have those skills benefited prior employers and your professional success?

Please limit to 3-5 sentences.

If you're applying to a specific role, please provide URL to the job's description.

Education

If you have completed (or if you're in progress of completing) post graduate studies, please provide post graduate information first (including anticipated date of completion) and then information about your undergraduate studies. Please use the same approach if you're in the process of completing your bachelor's degree and already have your associate degree or high school diploma.

We recognize that college is not for everyone. If you've completed (or are in the process of completing) trade or vocational school, please provide that information below. If this is the case, please write "Certificate of Completion" for "Level of Degree Earned" and indicate your trade/vocation focus in the "Major(s)" section.

School _____
 City _____ State _____

Level of Degree Earned: _____ Date Earned _____ GPA _____

Major(s) _____ Minor(s) _____

School _____
 City _____ State _____

Level of Degree Earned: _____ Date Earned _____ GPA _____

Major(s) _____ Minor(s) _____

Professional Designations

Please list any professional designations you may have earned. Examples of professional designations are CPA (for accountants), CPCU (for insurance professionals), Series 7, etc... Please let us know (via email or follow-up meeting) if you have more to list than space allows.

_____	_____
Designation	Date Earned
_____	_____
Designation	Date Earned
_____	_____
Designation	Date Earned

Work Experience

Please use the text boxes to include duties and tasks while you held positions indicated below.

PRO TIP: In addition to including daily tasks/duties, please think of quantitative accomplishments.

Example: "Increased sales by 35% YoY by [insert skill that helped increase sales]."

Job Title / Position

Start Month/Year

End Month/Year

Company Name

City

State

Job Title / Position

Start Month/Year

End Month/Year

Company Name

City

State

Work Experience (Cont.)



Job Title / Position

Start Month/Year

End Month/Year

Company Name

City

State

Job Title / Position

Start Month/Year

End Month/Year

Company Name

City

State

Computer Skills

Please include computer skills and any computer languages you may know (i.e. Java, Oracle, etc...)

Additional Information

Please include any other additional information you'd like to include. Additional information can include (but isn't limited to) hobbies and/or interests, languages, skills and abilities, and certifications you may have earned through your places of employment or independently.