1. **Name to be used on the resume:**
2. **Your Email:**
3. **Your Telephone:**
4. **Your Address:**
5. **Your current LinkedIn URL:**
6. **Languages you speak/read/understand:**
7. **Three words that describe you personally:**
8. **Three words that describe you professionally:**
9. **What words describe your current sector or the sector you want to be in?**

1. **What are your specialties? Have you received any awards?**
2. **Career Highlights/Achievements?**

1. **When you look back on your career thus far, what are you proudest of?**
2. **Technical and computer skills (especially with regard to your line of work):**

1. **Coursework relevant to your desired profession – Schooling, education and seminars, training courses you have had. Please include dates and location, etc:**
2. **Skills and experience gained throughout the various jobs you have had (expand on
each - but keep with it relevant to the line of work you want):**
3. **With each position – Please provide us with the company name/dates you worked, (we
prefer month and year but years are fine if you can’t remember months) the position or
title you held and also the city and state:**

1. **If there are any positions not on your current resume (especially the role you are in presently), please use this spot to go into more detail. Feel free to be as specific as you would like.**

1. **Other related accomplishments (design awards, recognition, winning competitions, etc.):**

1. **At any of your jobs, past or present, what are some examples of things that would not have happened without your involvement?**
2. **In what ways have you been responsive to the ongoing Covid-19 situation from a work perspective? What have you done in support of your company/sector and/or how have you expanded your skillset during this unprecedented time?**
3. **What position are you looking for? Or in what particular industry?**

1. **What is your overall objective as far as next steps in your career?**
2. **What ideas or points do you most want to come through on a document (resume, cover letter, LinkedIn, etc.) that you feel sums up your background and what you want to do moving forward?**
3. **Do you belong to any professional organizations and, if so, do you have a leadership role? Have you held leadership roles at any point in the past?**

1. **Do you do any volunteer work or have you in the past? Do you hold/have you held a leadership role? How have you made a difference within the volunteer organization or with the target demographic with which/whom you work?**
2. **Outside of your professional life, is there anything specific or highly interesting that you would want others to know about (examples include having trained for and run a marathon/triathlon, having written a published novel, you have a black belt in a martial art, you have traveled to every country in Europe, etc.). The more creative and interesting, the better! We will not always include this info but it can be strategic to do so, in the right circumstances.**
3. **What issues or challenges, if any, have you faced in the past when writing resumes/cover letters? This can be from either writing on your own or if you have worked with either a career center/professional resume writer.**
4. **If you have a link or the requirements for a particular set of jobs you will be applying
for - please include. (Optional):**

1. **Is there anything else you want highlighted or brought out?**
2. **What is your timeline as far as getting the overhauled resume back? Potential answers include: ASAP, within 1-2 weeks, within a month, or no specific timeline. This information helps us with scheduling!**
3. **May we add you to my email distribution list for career news updates and blog postings?**
4. **How did you hear about us? Potential options include: Referral or word of mouth, search engine result, Facebook, Twitter, LinkedIn, Interview Success Formula, InternMatch, JobHero, FreeResumeExamples.net or other.**