

Please complete this document as thoroughly and accurately as you can. If you have any questions, mark them and discuss them with your professional resume writer.

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____ Apartment #: _____

City: _____ State: _____ Zip: _____

Home telephone (area code first): _____

Mobile telephone (area code first): _____

Which telephone number do you prefer to use on your resume? Mobile () Home () Both ()

Email (we suggest you do not give an email associated with your current employer):

Career Objective: Which type of jobs are you applying for? _____

Desired Industry: _____

Are you changing careers? Yes () No ()

Your resume should be specific for the types of jobs you are interested in. Please list some job titles and open positions at companies that you would be interested in applying for. Also, provide us with a copy of the job descriptions if possible.

1. _____

2. _____

3. _____

4. _____

5. _____

Purpose of the Resume (Are you seeking a new job, applying for your first job, changing careers, promoting your business, updating your LinkedIn profile, etc.?)

Summarize your professional experience in a few sentences. Do not give position details here — Stick to the big picture, and give us sentence or two about your overall professional background. (Example: “I have been in television marketing for 7 years, and I currently manage a team of seven at the XYZ network, focusing on local advertising.”): _____

What are the three strengths that you would like emphasized on your resume? How do you stand out from other job applicants in your field?

- 1.) _____
- 2.) _____
- 3.) _____

EDUCATION. (Please list all of your diplomas, degrees, certificates, dates completed, college or school, and location of school or college. Start with the most recent and go backwards.)

Name of Your College or University: _____

City, State, and Country: _____

Degree (i.e. BA, MA, MBA, JD, MD, etc.): _____ Year Finished/Expected: _____

Major/Focus: _____ Minor: _____

Overall GPA _____ GPA in Your Major _____

Honors and Scholarships: _____

Extracurricular and miscellaneous activities while in school (include professional memberships, affiliations, sports, leadership positions, etc.) _____

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High School

Name: _____

City, State, & Country: _____

Graduation Year _____ GPA _____

Extracurricular and other activities while in school (include professional memberships, affiliations, sports, leadership, etc.) _____

Standardized Test Scores (SAT, GMAT, GRE, etc.): _____

Ongoing Professional Development (career-related courses, training, workshops, seminars, etc.)

Name of Course _____

Dates of Attendance _____ to _____

Certification Received? _____ Location _____

Organization Sponsoring Training _____

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Dates of Attendance _____ to _____

Certification Received? _____ Location _____

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Professional License(s): _____

Professional Certification(s): _____

Military Service: (include service branch, locations assigned, positions held, ranks achieved, number of years of service, discharge status [honorable or otherwise], major accomplishments, recognition received, awards, etc.). _____

Professional Affiliations and Organizations:

Name of Organization: (include city & state) _____

Activities and Leadership Roles: _____

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Publications and Presentations (if relevant):

Copyrights and Patents (if relevant):

Computer Skills

Hardware _____

Software (MS Office, MS Word, MS Excel, Peachtree, etc.) _____

Foreign languages and levels of verbal and written fluency: _____

Special Recognition and Awards not mentioned elsewhere (and when and where received) _____

Volunteer or Community Activities (organization's name, years involved, leadership positions held) _____

Hobbies & Interests (Include other activities outside of work not mentioned elsewhere) _____

Special Circumstances (Do you have any special circumstances not mentioned elsewhere including disabilities, etc.?) _____

WORK EXPERIENCE

Start with your current or most recent employer. Include all work experience including internships, contract work, self-employment, volunteer work and unpaid work for the last 10-15 years or since you turned 18 years old. If you had different positions at the same company, create a separate entry for each. Please print out additional pages if required.

Name of company/organization: _____

City, State & Country: _____

Employment dates (Month & Year): _____ to _____

Job title: _____

Title of your direct supervisor(s): _____

Number of employees you supervised (if any): _____ Their title, role & functions: _____

What was the size of the organization (revenues in \$, number of employees, etc) _____

What is the primary business of this organization? _____

What were your major responsibilities? Please list them in order of importance.

1.) _____

2.) _____

3.) _____

Describe your 3-5 major accomplishments in this position. Give specific details about the problem or opportunity you faced, the actions you took to address it, and the benefits that the company experienced as a result of your efforts. Please cite specific results such as increased efficiency, greater productivity, reduced errors, savings in time or money, or revenue and profits generated. Mention the financial benefit in \$ whenever possible.

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