



## **Resume Writing Questionnaire**

If you are unsure, please leave the question blank and we will take care of it!

Name:

Address:

*"USE THE ADDRESS CLOSEST TO THE JOB OPPORTUNITY"*

Cell phone:

*"HAVE A PROFESSIONAL VOICEMAIL"*

Email:

*"SHOULD BE APPROPRIATE & PROFESSIONAL"*

LinkedIn URL:

*"INCLUDE ONLY IF YOUR LINKEDIN PROFILE IS COMPLETE & PROFESSIONAL"*

### **EDUCATION**

*"PLEASE ASK FOR EXTRA PAPER FOR MULTIPLE EDUCATIONAL EXPERIENCE"*

Name of School:

Location:

CITY & STATE

Degree:

FULL NAME

Major

Minor

GPA

List relevant coursework:

Year of graduation or anticipated graduation:

Are you a scholarship recipient?

"List the scholarship name and years awarded"

Are you a Dean's List recipient? If so, when and how many times?

Are you a member of an academic honor society? Explain.

Are you an ROTC scholarship recipient? If so, what branch and what level of scholarship were you awarded?

Are you an athletic scholarship recipient? If so, explain.

## **PROFESSIONAL EXPERIENCE**

*"PLEASE ASK FOR EXTRA PAPER FOR MULTIPLE JOBS"*

Name of Company:

Job title:

Location:

Dates worked here:

Briefly describe the company:

*"SIZE, INDUSTRY, REVENUE, LOCAL, NATIONAL, OR INTERNATIONAL"*

Are you assigned to a specific department of the company?

Who did you report to?

What are your core responsibilities?"

List your accomplishments. Be specific and quantify outcomes.

Did you receive recognition for your work? If so, explain.

Were you given any special projects to work on?

What impact did you have on the business, a client, or your team?

What skill do you have now that you did not have before you started?

## **ACTIVITIES**

*"PLEASE ASK FOR EXTRA PAPER FOR MULTIPLE ACTIVITIES"*

*COMPLETE THIS FOR ALL CLUBS, COMMUNITY SERVICE, GREEK LIFE, VOLUNTEER WORK*

What activities have you been involved with?

Why did you join?

What is the purpose of the club?

What positions have you held?

What activities or programs did you participate in as a member of this group?

Did you perform any fundraising? If so, explain what the event was and how much money you raised.

What did you learn the most from participating with this group?

Did you get involved with community service activities?

If so, explain the goal of the service, and what your role was as a contributing member.

How did you grow as a person from being involved:

What skills did you use the most in this role?

## **AWARDS / NOTABLES**

*"PLEASE ASK FOR EXTRA PAPER FOR MULTIPLE AWARDS"*

What awards have you received during college?

*"HONORS, HONOR SOCIETIES, DEAN'S LIST, ATHLETIC, OR ANY CERTIFICATE OF RECOGNITION"*

## **TECHNICAL SKILLS:**

List all technical / computer skills:

*"HARDWARE, SOFTWARE, SOCIAL MEDIA, PROPRIETARY SYSTEMS, OPERATING SYSTEMS"*

## **CERTIFICATIONS:**