



# Resume Update Form

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payments accepted: Zelle PayPal, Venmo, CashApp, Credit/Debit Cards  
Resumes: \$59 | Cover Letters: \$45 | Resume & Cover Letter Package: \$99

Please provide the following information in a separate sheet or text file (.txt, .doc, .docx, pdf, or even a scanned sheet of hand-written paper is fine as long as I can read it -- you can even take a picture of your phone if the image is big enough to be clear). Please include the question numbers so I can keep track of the answers. Thanks for your business! - Phil Elmore

1. Attach your **old resume**, if you have one\*
2. **Full Name** as you want it to appear
3. **Address** employers will send mail to
4. **Phone Number** employers will contact
5. **email** address employers will contact
6. The type of job(s) you're hoping to apply for with your new resume
7. Why you think you'd be well suited to that job or those jobs
8. List any computer programs and computer equipment you know how to use
9. List any specialty equipment or know-how you have
10. List any **special skills** you have
11. List your talents and positive personality traits -- the kinds of things that would make you a useful employee
12. **School credentials:** Include your college, what your degree is in, what year you received your degree, and any post-graduate work if applicable. If you are currently in school, tell me when you anticipate graduating and in what your degree will be. If you have none of these qualifications, let me know when and from what school you graduated high school (if you did).
13. List any **specialty credentials**, awards, qualifications, or other "official" certifications.
14. Finally, provide your **work history**, from most recent job to oldest job. Don't worry if you can't remember all the dates; we'll make them approximate if necessary.

## For each job, tell me...

1. The name of the company
2. The company website, if applicable
3. The years you worked there, or if you currently work there
4. What your job title was
5. What your job responsibilities were
6. Any notable accomplishments you achieved there

Sounds like a lot, doesn't it? It isn't. In fact, it's pretty simple, and with this information, we'll make you a resume that not only looks professional, but puts your best face forward to potential employers.

I have been a professional writer and author for almost three decades now, and I've been where you are many times. Whether that's being completely unemployed and looking for work, dissatisfied with your current job and hoping to make a change, or searching for work to supplement your income, I know what that feels like... and I'm here to help you.

You can call or text me with your questions at US +1.315.308.0133 . You can also email me at [phil@philelmore.com](mailto:phil@philelmore.com).

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**\* If the information I've asked for is already on your resume, you do NOT have to duplicate it. I would never make you waste your time like that.**