



Hello!

Welcome to Pro Resume Solutions and thank you for choosing us to help you craft an outstanding resume and/or cover letter that will showcase your skills and accomplishments in the best possible light! We're thrilled to have you on board and excited to embark on this journey together.

To ensure we create a personalised and tailored resume and/or cover letter that truly reflects your unique professional story, we kindly request you complete the questionnaire below. Don't worry; it's a simple and straightforward process that will help us gather all the necessary information we need to get started.

Please complete the questionnaire to the best of your ability. Be as detailed as possible when describing your experience, skills, and achievements. Remember, the more information you provide, the better we can align your documents with your career goals and aspirations.

Our team of expert resume designers will work diligently to create polished and professional documents that highlight your strengths to potential employers.

If you have any questions or need further assistance throughout the process, please don't hesitate to reach out to our friendly customer support team at

[info@proresumesolutions.com.au](mailto:info@proresumesolutions.com.au).

We're here to help and ensure your experience with Pro Resume Solutions is exceptional from start to finish.

*Thank you once again for trusting us. We can't wait to help you take the next step in your career journey!*

# QUESTIONNAIRE

## Personal Details

First Name:  Last Name:

Email:  Phone number:

## What is the main goal of the resume and/or cover letter?

☐ Specific job application – *Please copy and paste job advertisement URL and/or job title and company*

☐ Career Change

☐ General Update

☐ Applying for Apprenticeship or Traineeship (*Please specify company offering role and trade applying for e.g. Mechanical, Electrical*)

## Do you currently have a resume?

☐ Yes – if yes please attach when you return the form to [info@proresumesolutions.com.au](mailto:info@proresumesolutions.com.au)

☐ No – please complete the Employment History section

## Do you currently have a cover letter?

☐ Yes – if yes please attach when you return the form to [info@proresumesolutions.com.au](mailto:info@proresumesolutions.com.au)

☐ No

Do you have any preferences regarding the resume layout, colour scheme, or font style?

What is your career goal or objective?

Please list any qualifications/certificates/licences

Do you belong to any professional associations?

List any achievements or awards

# QUESTIONNAIRE

What are three words that describe you e.g collaborative, reliable etc

What are you most proud of in your career to date?

Do you want to include references on your resume?

☐ **Yes**

Referee Name:

Referee Name:

Position:

Position:

Company:

Company:

Phone Number:

Phone Number:

Email:

Email:

☐ **No**

## Employment History

Who did you work for?

What was your title?

What dates did you work for them?

What were the key things you were responsible for?

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What other information might be useful?

Once you've finished filling out the questionnaire, we kindly ask you to send it back to us along with any previous versions of your resume or cover letter that you might have. You can simply email them to us at [info@proresumesolutions.com.au](mailto:info@proresumesolutions.com.au). Rest assured that all the information you provide will be treated with the utmost confidentiality and used exclusively for the purpose of creating your resume.

We're here to support you every step of the way, so if you have any questions or need assistance with sending your documents, feel free to reach out to our dedicated team at the same email address. We're always ready to lend a helping hand and ensure a smooth and enjoyable experience for you.

*Thank you again for choosing Pro Resume Solutions.*

**Kind regards**

*Pro Resume Solutions*