

RESUMESTANDOUT.COM

Phone: 800-368-0161 or 803-493-1653

Email: info@resumestandout.com or expertresumewriter@yahoo.com

Website: <http://www.resumestandout.com>

DETAILS FOR RESUME INFORMATION FORM

This resume information form will provide us with all of the specifics we will need here at resumestandout.com to make **your** resume stand out! Please take the time to answer each question so that we can effectively sell your credentials on paper.

If you do have an old resume that contains much of the information we will need to write your resume, along with your prior achievements, you can use the form to give us the most recent job information. Either way, please ponder each question and be sure that this valuable information is provided on either your old resume or this resume information form.

PLEASE RETURN THIS FORM WITH YOUR PRIOR RESUME (IF APPLICABLE) TO:
info@resumestandout.com or expertresumewriter@yahoo.com.

ATTENTION: NOW OFFERING LINKEDIN PROFILES WRITTEN FOR \$100.00. LINKEDIN IS THE MOST USED WEBSITE BY PROSPECTIVE HIRING MANAGERS TO FIND EMPLOYEES. LET US HELP YOU WITH THIS AS WELL.

Personal Contact Information:

Name:

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

E-mail:

PLEASE INDICATE BEST NUMBER TO CALL YOU AT AND IF YOU PREFER MORNING, DAYTIME, OR EVENING APPOINTMENT:

IF YOU HAVE A DISCOUNT CODE ENTER HERE:

Career Goal:

Name the job titles you will be applying for. Please be specific (i.e., Human Resource Manager, Science Teacher, Administrative Assistant, etc.)

Most Relevant Skills:

What are your most valuable skills that qualify you for this position? Do you have experience in the field, or do you have transferrable skills that are applicable to the job you want to obtain? Please state your most pertinent qualifications in relation to the job opportunity.

(i.e., Staff Training, Process Improvement, Cost Containment)

Education: (most recent to earliest):

(List name of school, dates, degree, and also include any specialized training or certifications received)

Professional Affiliations and Associations:

Volunteer Work, Activities & Interests:

Employment Information:

Start with **MOST RECENT** job held and work backwards. Be sure to provide details only for the last 10 years. Beyond the 10 year period, simply list employer name, position, and any significant achievements (if relevant to your current job focus).

#1 JOB

<p>Job Title:</p> <p>Company Name/City and State Location:</p> <p>Dates Worked:</p> <p><u>Describe your daily routine below:</u></p>
--

<p><u>Describe below your significant achievements or accomplishments:</u></p> <p>(i.e., Sales professionals will need to list quotas, percentages, and other sales stats, other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you standout.)</p>
--

#2 JOB

Job Title:

Company Name/City and State Location:

Dates Worked:

Describe your daily routine below:

Describe below your significant achievements or accomplishments:

(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you stand out.)

#3 JOB

Job Title:

Company Name/City and State Location:

Dates Worked:

Describe your daily routine below:

Describe below your significant achievements or accomplishments:

(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you stand out.)

#4 JOB

Job Title:

Company Name/City and State Location:

Dates Worked:

Describe your daily routine below:

Describe below your significant achievements or accomplishments:

(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you stand out.)

#5 JOB

Job Title:
Company Name/City and State Location:
Dates Worked:
Describe your daily routine below:

Describe below your significant achievements or accomplishments:
(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you stand out.)

#6 JOB

Job Title:

Company Name/City and State Location:

Dates Worked:

Describe your daily routine below:

Describe below your significant achievements or accomplishments:

(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you stand out.)

#7 JOB

Job Title:
Company Name/City and State Location:
Dates Worked:
Describe your daily routine below:

Describe below your significant achievements or accomplishments:
(i.e., Sales professionals, did you meet your quota? What was your percentage achievement? Other professionals can include ways they saved the company money or applied a new procedure that enhanced productivity and reduced labor cost, this is what we are looking for here, anything that was above and beyond your normal routine and made you standout.)

GAPS in Employment:

Explain below any gaps in your employment. For example, took time off to care for an ill family member, or relocated to new state with spouse and did extensive volunteer work with PTA and local food bank.

Computer and Technical Skills:

List below the software programs you work with, or any other computer specifics. This section can also include any specialized equipment or machinery you operate.

Other Information:

Use the space below to include any other information not listed above, or indicate any questions/concerns you have about your current job search process. For valuable information on all facets of your job search from finding to job boards, to preparing for a job interview, researching an employer and more, checkout www.rileyguide.com.