



RESUMEtoINTERVIEWS

a resume and CV writing service

Return this Completed Questionnaire to Support@ResumetoInterviews.com

Instructions

Fill out this questionnaire the best that you can. It is perfectly fine to omit certain sections and questions. Please read each question carefully and answer it as requested based on the directions.

If you already have a resume/CV and it is missing information you see requested in this questionnaire you may do 1 of 2 things.

1. Paste the filled out sections of the questionnaire at the bottom of your existing resume.
2. Paste section of your resume at the top of this questionnaire.

Make sure to only send me one document. Also, how did you hear about Resume to Interviews?

Internet Forum: Word of Mouth: Search Engine: Other: _____

Information

FULL NAME: _____

ADDRESS, CITY, STATE, ZIP CODE: _____

CELL PHONE: _____

EMAIL: _____

College/ University/ Vocational/Technical College/Trade School

Full, Official Name: _____

City and State: _____

Dates Attended: _____ Academic Credits Earned: _____

Graduate? Yes: No: Month/Year: _____

Degree Earned (i.e. Bachelor of Science): _____

Major(s): _____

Minor(s): _____

Certificate(s): _____

GPA: _____

Honors and Awards: _____

Memberships and Offices Held: _____

Full, Official Name: _____

City and State: _____

Dates Attended: _____ Academic Credits Earned: _____

Graduate? Yes: No: Month/Year: _____

Degree Earned (i.e. Bachelor of Science): _____

Major(s): _____

Minor(s): _____

Certificate(s): _____

GPA: _____

Honors and Awards: _____

Memberships and Offices Held: _____

Academic Projects/Relevant Coursework

1st Class

Class Name: _____

Project Title: _____

Dates: _____

Description (1–3 sentences describing role):

2nd Class

Class Name: _____

Project Title: _____

Dates: _____

Description (1–3 sentences describing role):

3rd Class

Class Name: _____

Project Title: _____

Dates: _____

Description (1–3 sentences describing role):

* If you are a university graduate, do not bother filling out any high school information (Only applies to clients in the USA).

High School Information

High School: _____

City and State: _____

Dates Attended: _____

Graduate? Yes: No: Date: _____

Degree Earned: _____

Course of Study: _____

Rank in Class: _____ GPA: _____

Honors and Awards: _____

Memberships and Offices Held: _____

Other continuing education, special training or job related workshops, seminars and certifications

Please list course title, length of course and school or speaker. (Make note on line 2 and list any additional courses at the end of this document.)

1. _____
2. _____
3. _____
4. _____

Associations and Memberships

List organization name, and dates (month and year).

1. _____
2. _____
3. _____
4. _____

Volunteerism

Please list organization, position, city, month, year, hours earned.

1. _____
2. _____
3. _____
4. _____

Publications

Cited in the preferred industry citation such as MLA/APA.

1. _____
2. _____
3. _____
4. _____

Skillsets: A-De, Di-H, I-M, N-So, Sp-Z

List all software, computer languages, applications, foreign languages, industry concepts, etc. As long as you have at least a basic understanding you should list it. Refer to the alphabetically listed boxes of examples because you need to list skills in that kind format. Include the skill category and the list. Do not write down sentences, or phrases. These are just examples, it's ideal for you to do the research to come up with your own!

Awards and Recognitions

Award	Presented By	For	Date Presented
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job History

1st Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____
2. _____
3. _____
4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

2nd Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____
2. _____
3. _____
4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

3rd Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____

2. _____

3. _____

4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

4th Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____

2. _____

3. _____

4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

5th Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____

2. _____

3. _____

4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

6th Job

Job Title: _____

Dates (Months and Years): _____

Company: _____

Location (City, State): _____

Description of Duties:

Specific Accomplishments (List 4):

1. _____

2. _____

3. _____

4. _____

Special Training: _____

Notable Accomplishments: _____

Miscellaneous:

If you have been unemployed for more than four months, what have you been doing since then? Describe any personal projects, training, hobbies, etc. that you have been doing during this time.

List anything else that is relevant