

**Thank you for Choose Building-A-Resume! To best expedite you resume process please complete the following questionnaire.**

**Building-A-Resume** Questionnaire

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

EMAIL:

**ARE YOU SWITCHING JOBS OR RE-ENTERING THE WORKFORCE?  YES  NO**

**POSITION/ CAREER OBJECTIVE:** List the top three job titles of positions you are interested in.

- 1.
- 2.
- 3.

**CONSIDER YOUR ENTIRE WORK HISTORY- HIGHLIGHT ANY SPECIAL SKILLS OR STRENGTHS.**

(Computer Skills (operating systems, software, email internet, etc.) Any Foreign Languages (fluency in verbal or written.) and or any Personal Strengths that you have acquired over the course of your lifetime.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**RESUME DEVELOPMENT QUESTIONNAIRE**

Professional Organizations/ Affiliations (include offices held and dates office held)

Community Activities (name of organization, years involved, positions held)

**WORK EXPERIENCE:**

Begin with the most recent employer, and list everything including self-employment, military, volunteer, or unpaid work if it applies.) List different positions at same company as separate jobs.

**Name of Company:**

City/ State: Employment Start Date: End Date:

Your Job Title:

Briefly describe your duties, responsibilities, level of authority.

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Briefly describe your duties, responsibilities, level of authority.

## **EDUCATION**

List all degree's certificates, diplomas received, dates received, school or college and location of school or college. Please begin with most recent and work backwards.

College/ University: City/ State:

Major: Degree:

Year Graduated\*: G.P.A.:

(\*If you did not graduate, please list dates of attendance)

College/ University: City/ State:

Major: Degree:

Year Graduated\*: G.P.A.:

(\*If you did not graduate, please list dates of attendance)

College/ University: City/ State:

Major: Degree:

Year Graduated\*: G.P.A.:

(\*If you did not graduate, please list dates of attendance)

High School Attended:

City/ State: Year Graduated:

G.E.D Acquired:

City/ State: Year Completed:

Certifications Earned

Professional Licenses Achieved

**Military Background** (include branch of service, position, rank achieved, years of services, honorable discharge, special recognitions, awards.)

Please list any other items you believe would be of interest to a potential employer: