

Information Needed to Prepare Your Résumé

This information is confidential and will not be shared with anyone without your permission.

Fill in all the areas that apply to you. Permission granted to reprint pages as needed.
When this questionnaire is completed, please fax to (901) 853-2071.

Confidential Contact Information				
Name as you wish it to appear on your documents:				
First Name	Middle	Last		
Home Address				
City				
State				
Zip Code				
Country			Date Résumé Needed	
Home Phone				
Best days/times to reach you at home:				
Monday	Tuesday	Wednesday	Thursday	Friday
Do you have an answering machine or voice mail at home?			Yes	No
Do you have a pager?			Yes	No
Home email address?				
Current Office Phone (a/c +phone number)				
Provide Office Fax (a/c +phone number)			OK to send to office fax?	
			Yes	No
Do you have an answering machine or voice mail at work?			Yes	No
If we have questions, can we call you at your office?			Yes	No
Hours of availability Mon. – Fri. at office?				
Office Email Address				
Where would you prefer your emails be sent at home or at your office?				
Do you have fax machine at home?			Yes	No
If so, please provide the area code and number				
Watermarked Linen Paper Selection (please choose one)				
White	Ivory	Gray		
Career Objective				
Briefly describe the type of job that you are seeking/your target market for this résumé. What kind of organization are you seeking (small, medium, large etc.) – job location. If relocating, within what geographic area? – Commute? – Travel? (Give percentage.) List short-term objectives and long-term goals for your “ideal” job.				

Personal Profile

Describe yourself in 5 brief phrases. Tell us the personal qualifications you possess that qualify you for the above career. If you are making a career change, list the transferable skills that you feel will help you gain employment in this field.

1.

2.

3.

4.

5.

If we are updating an old résumé, please fax or email a copy with your revisions.

Fax or email your résumé to 901-853-2071. Also fax or email three (3) ads that indicate what position you are looking for. We will slant the wording of your résumé to target the position you are seeking.

If your name has changed since your résumé was prepared, please write your current information on page 1 and place a note here with your former name and address so that we can find your file.

Employment History

Note: List current/most recent employer first. Work backward in chronological order. You may reprint this page as many times as needed to complete your employment history. If you have had promotions, transfers or different jobs during your tenure with the same company list all positions separately.

Beginning date of employment (Month/Year)

Ending date of employment (Month/Year)

Employer (give full company name)

City/State of Employer

Position (Job Title/Department)

List Scope of Job Responsibilities Below:

Also describe key business relationships (suppliers, vendors, customers, consultants, venture partners).

Accomplishments that are meaningful, measurable, and marketable:

List such things as: increased sales, profits generated by you, productivity (quotas achieved/exceeded – show percent of increase or dollar amount of increase, if possible) commendations or awards and year, increase in responsibilities as a result of project completed on schedule or within budget, etc.

Personal Strengths (Thoughts about your work experience—not duties or accomplishments, but a summary of personal strengths/traits, or management styles that made you effective in this position.)

Education (Start at the highest level achieved and work backwards. For each educational institution, check the type of school, years attended, etc.)

Post Graduate	College	Military	Technical/Vocational School	High School
School Name				
City			State/Province	
Zip Code		Country		
Did you graduate?		Type of degree?		
Major		Minor		
If you did not graduate, please list courses you completed and how many years you attended this school.				
Post Graduate	College	Military	Technical/Vocational School	High School
School Name				
City			State/Province	
Zip Code		Country		
Did you graduate?		Type of degree?		
Major		Minor		
If you did not graduate, please list courses you completed and how many years you attended this school.				
Post Graduate	College	Military	Technical/Vocational School	High School
School Name				
City			State/Province	
Zip Code		Country		
Did you graduate?		Type of degree?		
Major		Minor		
If you did not graduate, please list courses you completed and how many years you attended this school.				

Specialized Training/Continuing Education Courses

Please list seminars, corporate training and development programs, continuing education courses.

Date/Year	Course Title
	License or Certificate Earned
	Accomplishments
Date/Year	Course Title
	License or Certificate Earned
	Accomplishments
Date/Year	Course Title
	License or Certificate Earned
	Accomplishments
Date/Year	Course Title
	License or Certificate Earned
	Accomplishments

Computer Skills

Professional or Civic Organizations & Affiliation

Please list dates of membership, offices held, duties performed or accomplishments.

Date/Year	Organization Name
	Member or officer
	Accomplishments
Date/Year	Organization Name
	Member or officer
	Accomplishments
Date/Year	Organization Name
	Member or officer
	Accomplishments
Date/Year	Organization Name
	Member or officer
	Accomplishments

Personal Data

Notes of interest: (Please provide any additional information you think is important about yourself that may not have fallen into one of the previous categories. If you have gaps in your employment history, you may want to explain these briefly.

If you are preparing a CV, please include any publications, presentations, grants, and awards on additional sheets of paper. Please write your name the top of each page and fax or email these pages in addition to your completed questionnaire.

Business References

Business Contact Name

Company Name

Position held

Complete Address (specify home or business)

PO Box or Street Number

City, State, Zip Code

Country

Office Phone

Home Phone

Email

Business Contact Name

Company Name

Position held

Complete Address (specify home or business)

PO Box or Street Number

City, State, Zip Code

Country

Office Phone

Home Phone

Email

Business Contact Name

Company Name

Position held

Complete Address (specify home or business)

PO Box or Street Number

City, State, Zip Code

Country

Office Phone

Home Phone

Email

Personal References
Personal Contact Name
Company Name
Position held
Complete Address (specify home or business)
PO Box or Street Number
City, State, Zip Code
Country
Office Phone
Office Fax
Office Email
Home Phone
Personal Contact Name
Company Name
Position held
Complete Address (specify home or business)
PO Box or Street Number
City, State, Zip Code
Country
Office Phone
Office Fax
Office Email
Home Phone

Cover Letter Information If we are preparing a cover letter for you, please provide the following information for each cover letter that we are to prepare .

Business Contact Name

Company Name

Position name and number (if applicable) sending résumé for:

Prospective Employer's Address (specify home or business)

PO Box or Street Number

City, State, Zip Code

Country

Office Phone

Home Phone

Email

Any additional notes to include in body of letter such as "I spoke with you on (date) regarding the opening at your company." or "(Friend's Name) suggested that I speak with you regarding an opening at your company. What you feel you have to offer to this company that makes you an excellent candidate for this position, etc.