Resume Questionnaire

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| Name:*Address:**Phone**Email* |

Are you will to relocate: Y N

Are you willing to travel: Y N

Position/Career Objective: (Please list in order from most important and include titles if applicable. ex: Administration, Sales, Web Design) \*if the fields are not related, this resume will focus on your first choice.

Desired Industry if applicable

Please explain why you qualify for this position in a brief sentence or two (please do not list previous employment)

Please list your key strengths you would like to highlight (what will make you stand out from competitors)

Current Salary: \_\_\_\_\_\_\_\_\_\_

Expected Salary: \_\_\_\_\_\_\_\_\_

\*this information will not be listed on your resume but it allows us to set realistic expectations.

Education: Please include institution, city and state, dates attended and graduation in MM/YYYY format, degree attained, major and minor, certificates and any specialized training information.

Please list your specialized skills: (ex: applications, software used, etc.)

Other specialized skills: (ex: patents held, copyrights, publications, licenses, computer skills, global appointments, awards, etc.)

Relevant Hobbies/community service:

Employment History: Please describe in vast detail. Please focus on major accomplishments, important projects, leadership roles and responsibilities, improvements, systems used, and effective strategies that helped you accomplish goals. \*You may attach a current resume but please provide further detail based on the description above.

List and describe 3-5 major accomplishments and how you achieved them and/or overcame an obstacle.:

Please list and explain your target job and/or reason for career change and/or reason for advancement: \*please be as honest and transparent as possible

Please list 3 jobs you would like to apply to and or were passed on recently:

\*please provide the actual web links if possible