

Résumé Questionnaire

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It is best to complete this questionnaire over the phone during a consultation with your résumé writer. If you prefer, however, you can forward payment and your completed questionnaire in one of the two following ways:

| | |
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| <p>Mail your check for \$50.00 and completed questionnaire to: Stephanie Hoover 5806 Severna Place Harrisburg, PA 17111</p> | <p>Send \$50.00 Pay Pal payment to: <i>stefhoover@gmail.com</i></p> <p>Email completed questionnaire to this same address, or fax it to (866) 271-8286.</p> |
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NOTE: If you choose to mail the questionnaire, please use sufficient postage.

____ **Enclosed please find my payment. I would like to complete my résumé questionnaire over the phone. I can be reached at (____) ____ - _____. The best time to call is** (all times Eastern Standard):

Weekdays, 9 AM to 4 PM. Weekdays, 6 PM to 8 PM. Saturday, 10 AM and 1 PM.

____ **Enclosed please find my payment and completed questionnaire. Please email me a completed draft of my résumé.**

CONTACT INFORMATION

Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email Address **(REQUIRED)** _____

Web Address (if applicable) _____

I understand that for \$50.00 I will receive:

- complimentary email exchanges throughout the résumé writing process
- one free phone consult, if requested
- one corrective re-write to address factual and typographic errors
- a cover letter tailored to one specific job opening (please provide job description or "help wanted" ad)
- my completed résumé by email about three days after receipt of questionnaire and payment, or after phone consult.

Signature

Date

PROFESSIONAL OVERVIEW

Please describe your overall employment goal: _____

What specific types of positions are you applying for? _____

What is your greatest professional strength? _____

What is your greatest personal strength? _____

Which do you feel is stronger: your education or work experience? _____

What makes you a unique job candidate? _____

Where (geographically) is your job search centered? _____

What kind of position are you NOT interested in? _____

EDUCATION

College _____

Degree Earned _____

School Location (City/State) _____

Attended from: _____ to: _____

Year Graduated _____ GPA _____

Major _____

Minor (if applicable) _____

Graduate Work _____

Activities, Memberships, Etc. _____

Honors, Awards, Recognition _____

Other unique study/educational experiences _____

High School _____

School Location (City/State) _____

Year of Graduation _____

VOCATIONAL OR PROFESSIONAL TRAINING

Course of Study/Seminar Title/Workshop Name _____

Name of School, Institute or Education Provider _____

Dates Attended _____

Resulting Certification or Diploma _____

Description of how this education is valuable to potential employers:

Course of Study/Seminar Title/Workshop Name _____

Name of School, Institute or Education Provider _____

Dates Attended _____

Resulting Certification or Diploma _____

Description of how this education is valuable to potential employers:

Course of Study/Seminar Title/Workshop Name _____

Name of School, Institute or Education Provider _____

Dates Attended _____

Resulting Certification or Diploma _____

Description of how this education is valuable to potential employers:

COMPUTER & OFFICE EQUIPMENT PROFICIENCY

Please describe your level of proficiency with computers _____

Please complete the following, as applicable:

1) Software applications with which you are familiar _____

2) Operating systems you have used _____

3) Database experience _____

4) Programming proficiency _____

5) Knowledge of networking _____

Other office equipment you competently operate (ex: postage meter, mailing machine, paper folding machine, binding/collating equipment, photocopier, fax, multi-line call center, etc.) _____
