

21stCenturyResumes.com PRINTABLE QUESTIONNAIRE

For anyone who would rather fill out your questionnaire on paper and fax it to us at (478) 471-8083, please print this copy of our printer friendly form.

PLEASE take your time and consider your answers carefully. Although some of these questions will not be relevant to your situation, and you may skip those, the more information you give us, the better job we can do in helping you get the position you desire. Bear in mind that not all information provided will appear on your resume, but it will be used to determine the best style, format and length for you and will give our consultants a little insight into the person you want to portray to employers. We need as much detail as possible in order to create the resume that most effectively markets your skills and makes you the ideal candidate for the position you desire.

Some of the questions may appear repetitive. Therefore, if you have no new information to provide for a given question, leave it blank. You need only provide information one time.

If, at any time, you run out of space or feel additional information is required, please list it on a separate sheet and make a note of it on the form.

UPDATES:

Please provide only the updated information, covering the period from the latest version of your resume to the present.

How did you hear about 21stCenturyResumes.com?

Name

Address

Telephone Numbers

Home _____ Work _____ Cell _____ Pager _____
FAX _____ Alternate _____

E-Mail Address:

What position(s) are you seeking? (If more than one, please fill out next two questions on separate paper)

Why are you seeking this position?

What qualifies you to fill this position? (List skills, abilities, personal attributes, etc.)

Why should an employer hire you, instead of someone else for this position?

If applicable, are you willing to travel? _____ or relocate? _____

WORK EXPERIENCE

If applying for civil service, you must provide all information requested and be prepared to account for you employment history for each month of the past 10 years. Include any military service or on the job training programs.

A. Name and address of most recent employer:

Most recent position held: _____

Period of Employment: From Mo/Yr____/____ to Mo/Yr ____/____

Any other position held with this company and dates of employment in those positions (include promotions and lateral transfers).

1. _____
2. _____
3. _____

Supervisor's name and phone number _____

Beginning wage or salary _____

Ending or Current wage or salary _____

Type of business _____

Number of Employees _____

Number of Employees Supervised _____

What were your basic responsibilities in this position?

List your accomplishments, using numbers when possible. Give examples of problems solving, work you did over and above your job description, new system, processes, procedures, time or moneys saving efforts that you suggested, designed and or implemented.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What did you do that others in the same position did not?

When you leave, what will you be most remembered for?

B. Name and address previous employer:

Most recent position held: _____

Period of Employment: From Mo/Yr _____ to Mo/Yr _____

Any other position held with this company and dates of employment in those positions (include promotions and lateral transfers).

1. _____
2. _____

Supervisor's name and phone number _____

Beginning wage or salary _____

Ending or Current wage or salary _____

Type of business _____

Number of Employees _____

Number of Employees Supervised _____

What were your basic responsibilities in this position?

List your accomplishments, using numbers when possible. Give examples of problems solving, work you did over and above your job description, new system, processes, procedures, time or moneys saving efforts that you suggested, designed and or implemented.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What did you do that others in the same position did not?

When you left, what were you be most remembered for?

C. Name and address of previous employer:

Most recent position held: _____

Period of Employment: From Mo/Yr _____ to Mo/Yr _____

Any other position held with this company and dates of employment in those positions (include promotions and lateral transfers).

1. _____
2. _____

Supervisor's name and phone number _____

Beginning wage or salary _____

Ending or Current wage or salary _____

Type of business _____

Number of Employees _____

Number of Employees Supervised _____

What were your basic responsibilities in this position?

List your accomplishments, using numbers when possible. Give examples of problems solving, work you did over and above your job description, new system, processes, procedures, time or moneys saving efforts that you suggested, designed and or implemented.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What did you do that others in the same position did not?

When you left, what were you be most remembered for?

D. Name and address of previous employer:

Most recent position held: _____

Period of Employment: From Mo/Yr _____ to Mo/Yr _____

Any other position held with this company and dates of employment in those positions (include promotions and lateral transfers).

1. _____
2. _____
3. _____

Supervisor's name and phone number _____

Beginning wage or salary _____

Ending or Current wage or salary _____

Type of business _____

Number of Employees _____

Number of Employees Supervised _____

What were your basic responsibilities in this position?

List your accomplishments, using numbers when possible. Give examples of problems solving, work you did over and above your job description, new system, processes, procedures, time or moneys saving efforts that you suggested, designed and or implemented.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What did you do that others in the same position did not?

When you left, what were you most remembered for?

(Do you have additional employers? _____ If so, please copy these pages and insert into questionnaire.)

AWARDS AND RECOGNITIONS

AWARD	PRESENTED BY	FOR	DATE PRESENTED

For additional information please check here _____ and list on separate sheet.

EDUCATION

College or University _____
City and State _____
Dates Attended _____
Graduate? _____ Date: _____
Degree Earned: _____
Major: _____ Minor: _____
Rank in Class: _____ GPA: _____
Honors and Awards _____

Memberships and Offices Held _____

Current Affiliations _____

Additional information: _____

(If no other work history, please use work experience area to list any of the job training, or internships you were a part of during your educational years.)

Vocational or Technical College or Trade School _____
City and State _____
Dates Attended _____
Graduate? _____ Date: _____
Degree Earned: _____
Course of Study _____
Rank in Class: _____ GPA: _____
Honors and Awards _____

Memberships and Offices Held _____

Current Affiliations _____

Additional information: _____

High School _____

City and State: _____

Dates Attended: _____

Graduate? _____ Date: _____

Degree Earned: _____

Course of Study _____

Rank in Class: _____ GPA: _____

Honors and Awards _____

Memberships and Offices Held _____

Current Affiliations _____

Additional information: _____

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 on separate sheet)

1. _____
2. _____

Associations and Memberships

1. _____
2. _____

Volunteerism (Please list organization, position and hours earned)

1. _____
2. _____

Publications

1. _____
2. _____

List all Computer Skills, Applications and Programs you are familiar with and/or proficient in.

If you would like us to include a reference sheet, please provide the following information for each reference.

Name _____
Phone Number _____
Company _____ Position _____
Address _____

Name _____
Phone Number _____
Company _____ Position _____
Address _____

Name _____
Phone Number _____
Company _____ Position _____
Address _____

Name _____
Phone Number _____
Company _____ Position _____
Address _____

Name _____
Phone Number _____
Company _____ Position _____
Address _____