



*Resume Questionnaire*

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**Need a new resume, but don't know where to start?  
Let us create the resume that lands you that job!**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CAREER OBJECTIVE** (what you're looking for, example part time, full time) \_\_\_\_\_

**SKILLS AND ABILITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE / HISTORY (starting with most recent)**

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Continued...**

**Work Experience cont'd**

Co. Name \_\_\_\_\_ Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Co. Name \_\_\_\_\_ Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

School \_\_\_\_\_ Dates attended \_\_\_\_\_

Degree / Diploma \_\_\_\_\_

Location: \_\_\_\_\_

School \_\_\_\_\_ Dates attended \_\_\_\_\_

Degree / Diploma \_\_\_\_\_

Location: \_\_\_\_\_

School \_\_\_\_\_ Dates attended \_\_\_\_\_

Degree / Diploma \_\_\_\_\_

Location: \_\_\_\_\_

**EXTRA COURSES (for example CPR)**

Course \_\_\_\_\_

Course \_\_\_\_\_

Course \_\_\_\_\_

Course \_\_\_\_\_

Course \_\_\_\_\_

Course \_\_\_\_\_

**VOLUNTEER / COMMUNITY ACTIVITIES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_