
Personal Information

Full Name: _____

Street Address: _____

Second Address Line: _____

City, State Zip: _____

E-mail: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Current Goals & Objectives

What are your current job/career goals?

What type of position are you seeking? *(Provide a job description if you have one; if you do not have a job description, indicate the first and second most important aspects of this job.)*

If you are pursuing different types of positions, list them in order of preference. *(Keep in mind that if you are considering positions that are distinctly different, it is best to have different resumes to effectively target each position.)*

Are you pursuing a specific industry? If so, which industry?

Do you feel you have personal attributes that you can bring to an organization that someone else may not have? What are they?

Do you speak, read or write in any foreign language? *If so, please list them below.*

Is travel acceptable? Yes / No / Maybe

Are you willing to relocate? Yes / No / Maybe

Education

Education #1

Type of School: _____

School Name: _____

City / State: _____

Dates Attended:
From (Month/Year) To (Month/Year) _____

Graduated: Y/N Date _____

Major: (or list types of courses taken) _____

Degree: (if completed) _____

G.P.A., Class Ranking: _____

Honors, Scholarships

Achievements, Activities and Projects

Resume Questionnaire

Functional/Technical Skills (*Skills with "things": Describe equipment, methods, applications or processes. Use verbs to indicate what you did e.g., designed, operated, repaired, tested*)

Administrative/Organizational Skills (*Skills with "information": Describe reports, analyses, projects, research, etc. Use verbs to indicate what you did e.g., researched, studied, prepared, wrote, compiled, tracked, organized*)

Communication Skills (*Skills with "people": Presenting findings to class, student groups, etc.; interactions with students, faculty or community. Use verbs to indicate what you did e.g., coordinated, presented, informed, communicated*)

Leadership Skills (*Skills with "people": If you have provided any form of direction, orientation, or guidance to others. Use verbs to indicate what you did, e.g., guided, assisted, led, tutored*)

Accomplishments (*Outcome of actions taken, results, produced, contributions you have made*)

Classes (*List specific classes taken that are in relations to your career search and/or degree.*)

Education #2

Education #1

Type of School: _____

School Name: _____

City / State: _____

Dates Attended: _____
From (Month/Year) To (Month/Year)

Graduated: Y/N Date _____

Major: (or list types of courses taken) _____

Degree: (if completed) _____

G.P.A., Class Ranking: _____

Honors, Scholarships

Achievements, Activities and Projects

Functional/Technical Skills (*Skills with "things": Describe equipment, methods, applications or processes. Use verbs to indicate what you did e.g., designed, operated, repaired, tested*)

Administrative/Organizational Skills (*Skills with "information": Describe reports, analyses, projects, research, etc. Use verbs to indicate what you did e.g., researched, studied, prepared, wrote, compiled, tracked, organized*)

Interpersonal Communication Skills (*Skills with "people": Presenting findings to class, student groups, etc.; interactions with students, faculty or community. Use verbs to indicate what you did e.g., coordinated, presented, informed, communicated*)

Leadership Skills (*Skills with "people": If you have provided any form of direction, orientation, or guidance to others. Use verbs to indicate what you did, e.g., guided, assisted, led, tutored*)

Accomplishments (*Outcome of actions taken, results, produced, contributions you have made*)

Classes (*List specific classes taken that are in relations to your career search and/or degree.*)

Work / Internship Experience

Please start with the most recent position, moving in reverse chronological order

Position #1

Employer: _____

Job Title: _____

Dates of Employment: *From (Month/Year) To (Month/Year)* _____

City/State: _____

Type of Industry/Company: _____

Size of Company: _____

Employer Address: _____

Company URL: _____

Start-up or Established Company: _____

Describe your responsibilities in the following areas for this position (not all areas may apply to you):

What was the most important aspect of this job?

What was the second most important aspect of this job?

Skills with People - Liaison/Interaction Responsibilities (*Describe the nature of any interactions with customers, vendors, other departments, managers, etc. Use verbs whenever possible, e.g., coordinated, presented, informed, communicated.*)

Skills with Things - Functional/Technical Responsibilities (*Describe major job functions with equipment, methods, processes or applications. Describe what you did using verbs whenever possible, e.g., designed, operated, repaired, tested.*)

Skills with Information - Administrative Responsibilities (*Describe any administrative experience including record keeping, creating materials, policy development, organization, paper work, etc. Use verbs whenever possible, e.g., wrote, compiled, tracked, reported, organized.*)

Describe your computer experience in this position:

Software Applications Used (*Word, Excel, Outlook, etc.*)

Platforms / Operating Systems (*Windows, Unix, Mac OS, Linux, etc.*)

Programming Languages (*if applicable*)

Describe your contributions:

My accomplishments included:

Were you instrumental in suggesting or implementing any new processes or procedures? *If so, please describe.*

Did something set you apart from others who have held the same position? *If so, please describe.*

List other accomplishments in this position:

Position #2

Employer: _____

Job Title: _____

Dates of Employment: *From (Month/Year) To (Month/Year)* _____

City/State: _____

Type of Industry/Company: _____

Size of Company: _____

Employer Address: _____

Company URL: _____

Start-up or Established Company: _____

Describe your responsibilities in the following areas for this position (not all areas may apply to you):

What was the most important aspect of this job?

What was the second most important aspect of this job?

Skills with People - Liaison/Interaction Responsibilities (*Describe the nature of any interactions with customers, vendors, other departments, managers, etc. Use verbs whenever possible, e.g., coordinated, presented, informed, communicated.*)

Skills with Things - Functional/Technical Responsibilities (*Describe major job functions with equipment, methods, processes or applications. Describe what you did using verbs whenever possible, e.g., designed, operated, repaired, tested.*)

Skills with Information - Administrative Responsibilities (*Describe any administrative experience including record keeping, creating materials, policy development, organization, paper work, etc. Use verbs whenever possible, e.g., wrote, compiled, tracked, reported, organized.*)

Describe your computer experience in this position:

Software Applications Used (*Word, Excel, Outlook, etc.*)

Platforms / Operating Systems (*Windows, Unix, Mac OS, Linux, etc.*)

Programming Languages (*if applicable*)

Describe your contributions:

My accomplishments included:

Were you instrumental in suggesting or implementing any new processes or procedures? *If so, please describe.*

Did something set you apart from others who have held the same position? *If so, please describe.*

List other accomplishments in this position:

Position #3

Employer: _____

Job Title: _____

Dates of Employment: *From (Month/Year) To (Month/Year)* _____

City/State: _____

Type of Industry/Company: _____

Size of Company: _____

Employer Address: _____

Company URL: _____

Start-up or Established Company: _____

Describe your responsibilities in the following areas for this position (not all areas may apply to you):

What was the most important aspect of this job?

What was the second most important aspect of this job?

Skills with People - Liaison/Interaction Responsibilities *(Describe the nature of any interactions with customers, vendors, other departments, managers, etc. Use verbs whenever possible, e.g., coordinated, presented, informed, communicated.)*

Skills with Things - Functional/Technical Responsibilities *(Describe major job functions with equipment, methods, processes or applications. Describe what you did using verbs whenever possible, e.g., designed, operated, repaired, tested.)*

Skills with Information - Administrative Responsibilities *(Describe any administrative experience including record keeping, creating materials, policy development, organization, paper work, etc. Use verbs whenever possible, e.g., wrote, compiled, tracked, reported, organized.)*

Describe your computer experience in this position:

Software Applications Used *(Word, Excel, Outlook, etc.)*

Platforms / Operating Systems (*Windows, Unix, Mac OS, Linux, etc.*)

Programming Languages (*if applicable*)

Describe your contributions:

My accomplishments included:

Were you instrumental in suggesting or implementing any new processes or procedures? *If so, please describe.*

Did something set you apart from others who have held the same position? *If so, please describe.*

List other accomplishments in this position:
