**Resume Questionnaire – for creating resumes from scratch**

**Section 1: Contact Information**

**Name:**

**Phone:**

**Email:**

**LinkedIn url:**

(Please customize so no random numbers – try your name and then a number if needed - <https://www.linkedin.com/help/linkedin/answer/87/customizing-your-public-profile-url?lang=en>) – provide new url

**Section 2: Things You Want Employers to Know (5 examples)**

(Your Key Selling Points and Skills in Action – Specific Examples) – this is great for a career summary

* ex: Managed over 200 people throughout career and $2M budgets.
* Avoid generalities – for example, “good with people”

1.

2.

3.

4.

5.

**Section 3: Languages**

Do you speak any languages besides English?

If yes, how proficient are you?

**Section 4: Certifications**

Do you have any certifications?

If yes, name, date, certifying agency, and licensure number if applicable.

**Section 5: Software**

Please list all of the software you know, even Microsoft Office – it’s often listed on job descriptions.

**Section 6: Conferences**

Have you spoken at any conferences or events?

If yes, please provide a line about what you spoke about, the conference name, and month year.

**Section 7: Professional Associations**

Do you belong to any professional associations or have board membership?

If yes, dates and any offices held.

**Section 8: Professional Development (Continuing Education)**

Have you taken any professional development workshops or courses (through work or on your own)?

If yes, please provide a line about the course title, whether through work or on your own, and month year.

**Section 9: Volunteer Work**

Please describe your volunteer work – dates, location, organization, and what you did with them.

**Section 10: Professional Experience**

This section will only go back to the year 2005 (or 2000) – better to focus on recent experience. Include internships if current student or recent grad.

For each job, we need:

**Employer Name**

**Your Title**

**Month Year** – Month Year (for each job title; make your best guess for old ones, important to have months in date)

**City, State or State, Country**

* A few bullets about what you did – your duties
* A few bullets about what you achieved – what was your impact?
* A line about the company – industry, big picture line about what they do, is it a $40M company, etc.
* Quantify whenever possible to show the scope of your duties and achievements
  + How much, how many, how often (okay to estimate)
  + For example, how many people did you oversee (direct and indirect reports)? Global teams?
  + How big were the budgets you managed?
  + How much revenue generated or in sales?
  + How much money saved?
  + And more…

**Section 11: Education**

Include…

**School Name**

* Month and Year of Graduation
* Degree (as it will be listed on your diploma)
* Honors and scholarships
* Include GPA (only if you are a current student and it’s above a 3.0/4.0)
* Relevant course titles (not the numbers)
* Activities, athletics, leadership, and more