



RESUME QUESTIONNAIRE

THIS QUESTIONNAIRE WILL HELP PROVIDE ME MORE INFORMATION ON YOUR INTENT FOR YOUR RESUME SO YOU CAN HAVE A SUCCESSFUL PRESENTATION OF YOURSELF.

1. **State your full name, phone number, city-state, zip code, and any social media links that you would like me to incorporate into your resume.**
2. **What is the purpose of your resume?** (are you looking for a position with a different employer, same employer, an internship, acceptance to an educational program)? What is your overall goal?
3. **What specific role are you seeking?** This is not a broad category but a particular position or title? If you are looking to expand your job search and various positions you will need a different resume for each position.
4. **What are your skills/software?** Any skills that you want to share, I will be doing my research relevant to your industry. These are the duties that transfer from one position to another.
5. **For each accomplishment, state what words best describe the work you did.** Example use verbs like managed, championed, functioned as a ... developed, facilitated, in charge of, etc.
6. **For each of the previous jobs you held, state how you contributed to the success of the company or department that you work*ed) for.** Please use specific numbers or percentages. For example, achieved above average results in sales marketing for 2016 from 64% to 86% in three months, etc.
7. **Are you switching jobs, making any lateral moves or re-entering the workforce?**
8. **What would you say are your strong points in your career?** Your skills and accomplishments, or work experience? This will help me identify how to format your resume, whether in chronological or functional order.

9. **If you are doing a career change and want to work in another field**, how did you prepare for any changes to make this move? For example, Any courses that you took to help you align your skill sets with that role?
10. **If you are just starting out in your career**, give me an idea of what you want to do for your professional growth or anything that is relevant which you have been working on?
11. **Are there any circumstances that might affect your resume?** For instance, have you been let go, laid-off? Do you have gaps in employment due to child care or school? Or any eligibility to work issues?
12. **List your education from courses to college time**, even if you did not receive a diploma. Also, include years.
13. **List any academic honors or awards any dissertations if applicable.**
14. **What other job duties that is not part of your current job description have you taken on?** For example, have you mentored new and existing employees? Facilitated any meetings for your boss? etc.
15. **Have you recently graduated?** What organizations were you involved with while in college? Have you done any volunteer for any organization?
16. **Are you willing to relocate?**
17. **What makes you qualified and the best candidate for this position? Please be specific?**

Thank you again for your interest in solidifying your career goals and taking it to the next level! I hope that we can collaboratively work together towards your project goals. Please feel free to reach out with any questions or concerns that you may have.

Sincerely
Viviana Munoz
CEO and Ghostwriter of The Writing Master
Email: thewritingmasterllc@gmail.com
Website TheWritingMaster

LET'S GET SOCIAL!

