



# 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  
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**LET'S GET SOCIAL!**

