

**PROFESSIONAL RESUME QUESTIONNAIRE**

<b>Full Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Professional Email Address:</b>	
<b>Linkedin Address:</b>	
<b>Role(s) or type of job desired:</b>	
<b>Strengths / qualifications: (be specific and targeted toward what future employers will want)</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Short concise summary sentence about your skills (i.e. led cross-functional teams to transition new designs into manufactured products)</b>	
<b>Key Descriptive Words to describe yourself (for instance – Leadership, Change Agent) – and include list of key skill terms that recruiters would be searching for)</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Education: include institution name, location, degree earned, area of concentration</b>	

<p><b>Current / most recent employer:</b> include company name, location, dates employed (month and year), job title, key duties and any specific achievements using numbers and results if possible)</p>	
<p><b>Next employer:</b> include company name, location, dates employed (month and year), job title, key duties and any specific achievements</p>	
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<p><b>Computer/software and technical skills:</b> include software name and brief description if industry related (example: Timberline Construction software)</p>	
<p><b>Continuing Education or Professional Development to keep skills current</b></p>	
<p><b>Community or volunteer activities / any other information you would like to include:</b></p>	