

## PROFESSIONAL RESUME WRITING SERVICE

- ▶ Strategic keywords implementation
- ▶ Quick turnaround (24 hours available)
- ▶ Professional Resume Writing Services
- ▶ Professional team of resume writers
- ▶ Industry specific writing
- ▶ Resumes, Cover Letters, LinkedIn profiles and Selection Criteria



### Client Questionnaire

**Client Instructions:** For us to be able to initiate the process of building and writing your resume, please send us the information requested on this questionnaire. Please read and answer each item thoroughly to avoid potential delays in drafting your new resume.

Once completed, kindly send the completed questionnaire form together with your current resume and other supporting documents to the following email address: [admin@resumestoyou.com.au](mailto:admin@resumestoyou.com.au)

Please indicate the following information as your email subject line: SURNAME, NAME

QUESTIONNAIRE (example: Doe John Questionnaire).

## PART 1: PERSONAL INFORMATION

**Q1.** Your details as you would like to them to appear on your new documents:

Q1.1. First Name:

Q1.2. Last Name:

Q1.3. City:

Q1.4. State:

Q1.5. Post Code:

Q1.6. Email Address:

Q1.7. Phone Number:

**Q2.** Your desired job title(s):

**Q3.** Please cut and paste link/s to the job advertisements below. If you currently do not have any specific role in mind, kindly share details of future jobs so we can tailor your documents to the roles you seek.

**Q4.** How many years of experience do you have in your desired position:

## PART 2: YOUR KEY STRENGTH

**Q5.** What are your key strengths? What are your top 3-5 strongest capabilities? Things employers are most interested in, reasons you have been hired in the past or capabilities that have led to your greatest business successes?

*(Example: As a sales manager, I have been recruited for my consultative selling, account management and business development capabilities.)*

Q5.1.

Q5.2.

Q5.3.

Q5.4.

Q5.5.

**Q6.** What is the number 1 reason why someone should employ you? Please provide concrete example/s on how this 'trait' or 'attribute' was used in the past to achieve results. *(Example: Creative, strategic thinking– when I was working for wi-tribe as the Commercial Director, I had to think outside the box in our go-to-market tactics to deliver a compelling, highly targeted campaigns supplemented by a disruptive guerilla marketing. As a result, I grew the company to become the second largest Internet Service Provider in the country in less than 1 year).*

**Q7.** What is the number 2 reason why someone should employ you? Please provide concrete example/s on how this 'trait' or 'attribute' was used in the past to achieve results.

**Q8.** What is the number 3 reason why someone should employ you? Please provide concrete example/s on how this 'trait' or 'attribute' was used in the past to achieve results.

### PART 3: YOUR CAREER HISTORY

**Q9.** CURRENT / MOST RECENT EMPLOYER: Please provide the details of your current or most recent employment.

Q9.1. Company Name:

Q9.2. Short Company Description:

Q9.3. Company URL or Website:

Q9.4. Start Month & Year:  End Month & Year:

Q9.5. Your Job Title:

Q9.6. Job Title of the Person You Report Into:

Q9.7. Number of Your Direct Reports, if any:

Q9.8. If Responsible for a Budget, How much:

Q9.9. In five bullet points, please tell us about your key activities and functions:

Job Function No. 1.

Job Function No. 2.

Job Function No. 3.

Job Function No. 4.

Job Function No. 5.

**Q9.10.** What have been your top 1 - 3 accomplishments in this role? Be specific – include measureable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took and the RESULTS. (Example: As a Commercial Director, I was able to turnaround declining revenue by implementing targeted marketing campaigns that grew overall sales by 20%).

Key Achievement No. 1.

Key Achievement No. 2.

Key Achievement No. 3.

**Q10.** CURRENT / MOST RECENT EMPLOYER: Please provide the details of your current or most recent employment.

Q10.1. Company Name:

Q10.2. Short Company Description:

Q10.3. Company URL or Website:

Q10.4. Start Month & Year:  End Month & Year:

Q10.5. Your Job Title:

Q10.6. Job Title of the Person You Report Into:

Q10.7. Number of Your Direct Reports, if any:

Q10.8. If Responsible for a Budget, How much:

Q10.9. EARLIER ROLE NO. 2: Please provide the details of your third to the last employment:

Job Function No. 1.

Job Function No. 2.

Job Function No. 3.

Job Function No. 4.

Job Function No. 5.

**Q10.10.** What have been your top 1 - 3 accomplishments in this role? Be specific – include measureable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took and the RESULTS. (Example: As a Commercial Director, I was able to turnaround declining revenue by implementing targeted marketing campaigns that grew overall sales by 20%).

Key Achievement No. 1.

Key Achievement No. 2.

Key Achievement No. 3.

**Q11.** CURRENT / MOST RECENT EMPLOYER: Please provide the details of your current or most recent employment.

Q11.1. Company Name:

Q11.2. Short Company Description:

Q11.3. Company URL or Website:

Q11.4. Start Month & Year:  End Month & Year:

Q11.5. Your Job Title:

Q11.6. Job Title of the Person You Report Into:

Q11.7. Number of Your Direct Reports, if any:

Q11.8. If Responsible for a Budget, How much:

Q11.9. EARLIER ROLE NO. 2: Please provide the details of your third to the last employment:

Job Function No. 1.

Job Function No. 2.

Job Function No. 3.

Job Function No. 4.

Job Function No. 5.

**Q11.10.** What have been your top 1 - 3 accomplishments in this role? Be specific – include measureable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took and the RESULTS. (Example: As a Commercial Director, I was able to turnaround declining revenue by implementing targeted marketing campaigns that grew overall sales by 20%).

Key Achievement No. 1.

Key Achievement No. 2.

Key Achievement No. 3.

**Q12.** CURRENT / MOST RECENT EMPLOYER: Please provide the details of your current or most recent employment.

Q12.1. Company Name:

Q12.2. Short Company Description:

Q12.3. Company URL or Website:

Q12.4. Start Month & Year:  End Month & Year:

Q12.5. Your Job Title:

Q12.6. Job Title of the Person You Report Into:

Q12.7. Number of Your Direct Reports, if any:

Q12.8. If Responsible for a Budget, How much:

Q12.9. EARLIER ROLE NO. 2: Please provide the details of your third to the last employment:

Job Function No. 1.

Job Function No. 2.

Job Function No. 3.

Job Function No. 4.

Job Function No. 5.

**Q12.10.** What have been your top 1 - 3 accomplishments in this role? Be specific – include measurable results, figures and numbers. Think of the **CHALLENGES** you faced, the **ACTIONS** you took and the **RESULTS**. (Example: As a Commercial Director, I was able to turnaround declining revenue by implementing targeted marketing campaigns that grew overall sales by 20%).

Key Achievement No. 1.

Key Achievement No. 2.

Key Achievement No. 3.

**Q13. EARLIER CAREER SUMMARY:** Please summarise any earlier periods of employment (not covered previously) below. Include company name/s, your job title/s and inclusive months and years of employment. (Example: Company X, Marketing Specialist, Jan 2004-Jan 2006; Company Y, Customer Care Coordinator, Jan 2000-Dec 2003; Company Z, Administrative Clerk, Jul 1999-Dec 1999).

**Q14. ENDORSEMENTS & RECOMMENDATIONS:** If you have any endorsements that can be included in your profile, please provide details below. Please include the name and position of the person who gave the commendation as well as the company name:

## PART 4: YOUR QUALIFICATIONS

**Q15. EDUCATION & FORMAL TRAINING:** Please list all schools you have attended after high school. Include the city and state in which they're located and the year of completion. Mention whether or not you completed the program(s), what degree(s) or certificate(s) you were awarded for completion, etc. Please also include short form post-nominals for your qualifications. (Example: *Master of Accounting (MAcctg), University of Sydney Business School, 2016; Bachelor of Political Science (BPLSc, Honours), University of Bologna, 2012; Bachelor of Laws (LLB, Honours), University of Bologna, completed 2 semesters only; 2010*).

**Q16. OTHER EDUCATIONAL QUALIFICATIONS:** Please list down all other educational qualifications, licenses or certificates you have completed. Please include the institution name as well as the year of completion.

## PART 2: YOUR KEY STRENGTH

**Q17. PROFESSIONAL AFFILIATIONS:** Please provide the details of professional memberships relevant to the role you are applying for. Include your designation (e.g. Board Member) and the inclusive years of membership.

**Q18. AWARDS & HONOURS:** Have you received any awards, honours or recognition in your professional or personal life? What were you recognised for? What did you receive? How? Why?

**Q19. TECHNICAL PROFICIENCY:** Please indicate any software programs, apps or online tools you use if they are relevant to your next role, and indicate your level of proficiency. HP = High Proficiency; P = Proficiency; B = Basic (Example: *MS Access = P*)

Q19.1	<input type="text"/>	=	<input type="text"/>	Q19.5	<input type="text"/>	=	<input type="text"/>
Q19.2	<input type="text"/>	=	<input type="text"/>	Q19.6	<input type="text"/>	=	<input type="text"/>
Q19.3	<input type="text"/>	=	<input type="text"/>	Q19.7	<input type="text"/>	=	<input type="text"/>
Q19.4	<input type="text"/>	=	<input type="text"/>	Q19.8	<input type="text"/>	=	<input type="text"/>



Q19.9	<input type="text"/>	=	<input type="text"/>	Q19.15.	<input type="text"/>	=	<input type="text"/>
Q19.10.	<input type="text"/>	=	<input type="text"/>	Q19.16.	<input type="text"/>	=	<input type="text"/>
Q19.11.	<input type="text"/>	=	<input type="text"/>	Q19.17.	<input type="text"/>	=	<input type="text"/>
Q19.12.	<input type="text"/>	=	<input type="text"/>	Q19.18.	<input type="text"/>	=	<input type="text"/>
Q19.13.	<input type="text"/>	=	<input type="text"/>	Q19.19	<input type="text"/>	=	<input type="text"/>
Q19.14	<input type="text"/>	=	<input type="text"/>	Q19.20	<input type="text"/>	=	<input type="text"/>

**Q20** LANGUAGE SKILLS: Please indicate any language skills other than English and include your level of proficiency. HP = High Proficiency; P = Proficiency; B = Basic (*Example: Italian = P*)

Q20.1	<input type="text"/>	=	<input type="text"/>	Q20.4.	<input type="text"/>	=	<input type="text"/>
Q20.2.	<input type="text"/>	=	<input type="text"/>	Q20.5.	<input type="text"/>	=	<input type="text"/>
Q20.3.	<input type="text"/>	=	<input type="text"/>	Q20.6	<input type="text"/>	=	<input type="text"/>

**Q21** OTHER THINGS YOU WOULD LIKE TO HIGHLIGHT ON YOUR NEW DOCUMENT: Use the space below to tell us about anything else you feel we should include, not include or look for further into. If you have any special concerns regarding your resume this is the place to write it down..