

# Competitive Resume Inc.

Client Questionnaire



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

OK to put on a resume? YES NO

*Please answer the following questions as completely and accurately as possible. Not all questions may apply to you. If they do not apply, mark them N/A. Use additional sheets if necessary.*

Position/Career

1. \_\_\_\_\_

Is this a career change for you? Yes ( ) No ( )

Briefly summarize your qualifications in this field (include number of years, career advancement, etc.): \_\_\_\_\_

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Education (list all degrees, certificates, diplomas received, dates received, school or college, and location of school or college). Please begin with the most recent and work backwards.

College/Univ: \_\_\_\_\_ City/Prov: \_\_\_\_\_

College/Univ: \_\_\_\_\_ City/Prov: \_\_\_\_\_

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Year \_\_\_\_\_

Relevant courses/seminars/workshops: (include names, dates, place, sponsoring organization, etc.) \_\_\_\_\_

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Certifications / Tickets \_\_\_\_\_

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Professional Licenses: \_\_\_\_\_

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Volunteer Work \_\_\_\_\_

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Computer Skills: (include hardware, operating systems, software, Internet, e-mail, etc.) \_\_\_\_\_

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Hobbies: \_\_\_\_\_

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Community Activities (name of organization, years involved, positions held) \_\_\_\_\_

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**Use the following pages to describe your work experience.** As you consider each position, ask yourself: *"How is this company better off now than when they hired me?"* For example, did you increase sales? If so, by what percentage or amount? Did you generate new business, bring in new clients, or forge affiliations? Did you save your company money? If so, how much and how? Did you design and/or institute any new system or process? If so, what were the results? Did you meet an impossible deadline through extra effort? What difference did this make for your company? Did you bring a major project in under budget? How did you make this happen? How were the dollars you saved, used? Did you suggest and/or help launch a new product or program? If so, did you take the lead or provide support? How successful was the effort? Did you take on new responsibilities that weren't part of your job? If so, did you ask for the new projects or were they assigned to you? Did you introduce any new or more effective techniques for increasing productivity? Did you improve communication? If so, what was the outcome? How did your company benefit from your performance?

Begin with present employer / project — include self-employment, volunteer or unpaid work if it applies. **List different positions at same company as separate jobs.**

Name of company: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Your title or position: \_\_\_\_\_

Briefly describe your duties, responsibilities, level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc. \_\_\_\_\_

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Describe **accomplishments** in this position. Give facts and figures whenever possible. \_\_\_\_\_

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**Previous Employment:**

Name of company: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Your title or position: \_\_\_\_\_

Briefly describe your duties, responsibilities, level of authority, etc. \_\_\_\_\_

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Describe **accomplishments.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment:**

Name of company: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Your title or position: \_\_\_\_\_

Briefly describe your duties, responsibilities, level of authority, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe **accomplishments.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment:**

Name of company: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Your title or position: \_\_\_\_\_

Briefly describe your duties, responsibilities, level of authority, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe **accomplishments.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the following categories, consider your **entire work history.**

**Personal Strengths:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Achievements** (your greatest accomplishments in the workplace / school / community): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All information on this questionnaire will be kept confidential. The information given is for the sole purpose of creating your resume. After completion, please email this form back to [info@competitive-resume.com](mailto:info@competitive-resume.com)

Judy  
Thank you