



Resume-Builder Questionnaire

RESULTS COLLECTION:

This section will help you to collect results (see “Directions” manual).

Step 1: Make a quick list of your accomplishments. To spark ideas, think about times when you have:

- Re-organized something to make it work better?
- Identified a problem and solved it?
- Come up with a new idea that improved things?
- Developed or implemented new procedures or systems?
- Received awards?
- Increased revenue or sales for the company?
- Saved time for the company?

Step 2: Use the following categories to expand on each of your accomplishments:

Problem – What was the problem or situation?

Action – What did you do to solve the problem or make the situation better?

Result – What was the outcome? Where possible, include percentages, dollar figures, and other metrics.

Here’s an example:

Problem: disorganized, inefficient warehouse

Action: redesigned the layout

Result: saved the company \$250,000 in recovered stock

Step 3: On your resume, you will convert each result into a single bullet point.

For example, from the example in Step 2 above:

- Redesigned disorganized warehouse resulting in saving \$250,000 in recovered stock.
- OR
- Saved \$250,000 in recovered stock by redesigning layout of disorganized warehouse.



Accomplishment #1

Problem:

Action:

Result:

In which company or position did you do this?

Accomplishment #2

Problem:

Action:

Result:

Company:

Accomplishment #3

Problem:

Action:

Result:

Company:

Accomplishment #4

Problem:

Action:

Result:

Company:

Accomplishment #5

Problem:

Action:

Result:

Company:

Add more if necessary:



DESIRED POSITION

Think about the position title, type of position, and/or client that you want your resume to target. This will be placed at the top of your resume.

Also, find a specific job description that you would like to apply for, or find a similar position listing (“Google it.”) Read through the listing and notice keywords. What responsibilities or skills stand out as most important? Which are repeated? Which are required?

You will use these “keywords” in your Executive Profile. This will enable your resume to pass through automatic sifters (these are automated programs that reject resumes and cover letters before they reach a Hiring Manager based on the absence of key skills or experiences).

Jot down your results here:

CHARACTER & KEY QUALITIES:

Make your resume authentic and true to you. For your lists below, try to avoid clichés (e.g. team player) and capture what is truly unique about you. You will also use this information in your Executive Profile short paragraph.

- List your unique personal traits or strengths:

- What are your top 5-8 skills from your perspective?

- What are 5 words that would describe you as related to work?



BASICS

If you do not have an existing resume, or there are holes in your existing resume, please also answer the following questions:

Professional Experience:

List each position that you have had. If self-employed, list each business/pursuit you have owned.

- Include: Company name, position title, location (city and state), and dates of employment or ownership (beginning and end).
- Then, under each of the above, list your responsibilities. What did you do there?

Education:

List each degree you have received.

- Include: Name of the institution; its location (city and state), the title of your degree, and the year that you graduated.
- If you are a recent graduate, you can include honors achieved.

For Recent Students:

Is there any special coursework that you want to include? Do you want to describe your thesis? Are there a series of courses you have taken that you want to highlight?

- If you include your thesis, please use proper citation:
see: http://www.chicagomanualofstyle.org/tools_citationguide.html



Training:

As above with education.

- Do not forget to name the institution and date it was achieved.

Certifications:

List every certification that you have achieved.

- Include: Certification title, where achieved, location of institution (if possible), when you became certified, and **if the certification is still active (so 2005 – Present)**

Presentations/Publications:

List relevant presentations and publications below.

- please use proper citation:
see: http://www.chicagomanualofstyle.org/tools_citationguide.html

Technical Skills:

Please list all technical abilities. This includes software, platforms, etc.

- If you can, group them by type, for example:

OPERATING SYSTEMS: All Windows Operating Systems, Mac OS

DATABASE: MS SQL Server, MS SQL Server Management, SQL Stored Procedures, SSIS Tableau

APPLICATIONS: MS Office 2003/2007/2010

WEB PLATFORMS: HTML coding, FTP, SSH, WordPress, IIS

**Special Skills:**

Do you speak any other languages? Have security clearances? Have you lived in other countries?

Volunteer Positions:

Have you held any volunteer positions that would add to your resume? They can display character and/or skills.

- Include: position, location, and dates of activity

Memberships:

Only include memberships if they relate to the job you are applying for. Less is more on your resume.

Notes:

Jot down anything else that you want to keep in mind while writing your resume.