

Executive Writing Services

Résumé Information Form

7614 Main Street. ❖ Ralston, Nebraska 68127 ❖ www.writearesume.biz

(402) 399-9853 ❖ ews@juno.com

Date of Appointment: _____

Name as it will appear on your documents: _____

Street, Apt. #, City, State, **Zip**: _____

① Home Phone: _____ ① Business/Email/Other: _____

Should we include your other phone#(s) and/or email address(es) on your résumé? Yes No

This form is for your convenience and to save you money. If you have your information fully or partly on paper, this will keep your costs down and save your writer time. If you bring in an old résumé, job description, evaluation, transcript, or rough notes that contain some of the below requested information, then you can leave blank those parts of this form. Your consultation will still be free of charge and with no obligation.

Career Objective(s): *State here if you can the position or the career field or industry which this résumé will target (when the personnel manager reads your résumé, he will want to know for which position or positions you are applying.) You may want more than one objective to address more than one career field.* _____

Skill Inventory or Summary of Qualifications: *Leave this section blank for now if you want. Sometimes in a résumé we list a person's specific skills, professional attributes, abilities, and capabilities. You may want to include computer languages and software, typing speed, communications ability, equipment or machinery experience, or whatever. Your writer may suggest a Summary Section and what to include.* _____

Include Willing to Relocate? Yes No — **Include Willing to Travel?** Yes No
Include Geographic Preference? Yes No _____

Professional Licenses, Certification, Registration, Credentials, Foreign Languages? _____

Optional Personal Information or Remarks _____

What a Good Idea! Pass Along This Form to a Friend!!!

↪ Over ↪

Employment History — Please list ONE EMPLOYER PER PAGE!

This is the important part of this form. Please be as thorough as possible in listing your responsibilities and promotions. You may want to include such things as representative achievements, projects, awards, and professional recognitions.

NAME OF YOUR MOST RECENT COMPANY: _____

CITY & STATE: _____ **EMPLOYMENT DATES:** _____

▪ **FINAL JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES/ACCOMPLISHMENTS: _____

▪ **NEXT PREVIOUS JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES/ACCOMPLISHMENTS: _____

▪ **NEXT PREVIOUS JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES/ACCOMPLISHMENTS: _____

▪ **NEXT PREVIOUS JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES: _____

Employment History *continued* — Please list ONE EMPLOYER PER PAGE!

Please be as thorough as possible in listing your responsibilities and promotions. You may want to include such things as representative achievements, projects, awards, and professional recognition.

NAME OF YOUR *NEXT MOST RECENT* COMPANY: _____

CITY & STATE: _____ **EMPLOYMENT DATES:** _____

▪ **FINAL JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES/ACCOMPLISHMENTS: _____

▪ **NEXT PREVIOUS JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

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RESPONSIBILITIES/ACCOMPLISHMENTS: _____

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RESPONSIBILITIES: _____

Employment History *continued* — Please list ONE EMPLOYER PER PAGE!

Please be as thorough as possible in listing your responsibilities and promotions. You may want to include such things as representative achievements, projects, awards, and professional recognition.

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RESPONSIBILITIES/ACCOMPLISHMENTS: _____

▪ **NEXT PREVIOUS JOB TITLE & MONTH/YEAR OF PROMOTION AT THAT COMPANY:** _____

RESPONSIBILITIES: _____

Do You Need More Employer Pages or a Legal Pad? Please Ask.!

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Education & Training — INCLUDE CITY & STATE OF INSTITUTION

Institution: _____

▪ *Academic Degree and Month/Year:* _____

Major: _____ *Minor:* _____

Core curriculum included classes in: _____

Elective coursework (such as speech or computers or anything that would be relevant to your employer): _____

You paid for (circle one) ALL PART NONE of your own educational costs.

Scholarships, Grade Point Averages, Dean's List & Other Honors & Dates: _____

Campus & Academic Activities: _____

Education & Training — INCLUDE CITY & STATE OF INSTITUTION

Institution: _____

▪ *Academic Degree and Month/Year:* _____

Major: _____ *Minor:* _____

Core curriculum included classes in: _____

Elective coursework (such as speech or computers or anything that would be relevant to your employer): _____

You paid for (circle one) ALL PART NONE of your own educational costs.

Scholarships, Grade Point Averages, Dean's List & Other Honors & Dates: _____

Campus & Academic Activities: _____

Education & Training *continued.*

Education & Training — INCLUDE CITY & STATE OF INSTITUTION

Institution: _____

▪ *Academic Degree and Month/Year:* _____

Major: _____ *Minor:* _____

Core curriculum included classes in: _____

Elective coursework (such as speech or computers or anything that would be relevant to your employer): _____

You paid for (circle one) ALL PART NONE of your own educational costs.

Scholarships, Grade Point Averages, Dean's List & Other Honors & Dates: _____

Campus & Academic Activities: _____

Other education, professional training, seminars, professional reading, internships, apprenticeships, etc.: _____

Professional Memberships: _____

Relevant Volunteerism: _____

Thank you. Please let us know that you have completed this form.