

# Executive Writing Services

## **Résumé Information Form**

Hillcrest Landing, 7559 Main Street #310, in the heart of Ralston, Nebraska 68127 ☎ (402) 399-9853

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✓ Visit us on the Web at [www.writearesume.biz](http://www.writearesume.biz) and our blog at [www.ews.blogspot.com](http://www.ews.blogspot.com) Email us at [ews@juno.com](mailto: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** \_\_\_\_\_

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

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

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*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:** \_\_\_\_\_

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

**RESPONSIBILITIES/ACCOMPLISHMENTS:** \_\_\_\_\_

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

**RESPONSIBILITIES/ACCOMPLISHMENTS:** \_\_\_\_\_

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

**RESPONSIBILITIES:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**RESPONSIBILITIES/ACCOMPLISHMENTS:** \_\_\_\_\_

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**RESPONSIBILITIES/ACCOMPLISHMENTS:** \_\_\_\_\_

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

**RESPONSIBILITIES:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**RESPONSIBILITIES/ACCOMPLISHMENTS:** \_\_\_\_\_

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

**RESPONSIBILITIES:** \_\_\_\_\_

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***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):* \_\_\_\_\_

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*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.***