

**LinkedIn
Profiles
&
Resume'
Service**

www.LinkedinPro.CO | info@linkedinpro.CO

Questionnaire: LinkedIn Profile/Resume Writing...

You must send us this data via our [online form](#)

1. Your name
2. Professional Title (e.g., MBA, JD, MD, MA, PMP, etc.)
3. Your email
4. Your address
5. Your professional function or trade.
6. Current or most recent employer.
7. Website (employer, job description, a LinkedIn profile, etc.) that contains relevant information about your skills, job description, goals, etc.
8. Your goals and target job.
9. Provide approximately 40-50 SPECIFIC TECHNICAL SKILL based keywords, that are relevant to your experience, current goals and in-demand for your industry. Think of the words a job recruiter would type into search to try to find someone like you. Avoid generic terms: leadership, mentor, team player, honest, collaborative, high energy.
10. Upload existing resume in Word (preferred but not required).
11. Additional professional work experiences NOT listed on the resume you are providing. Include organization name, location, your title, skills, job description, activities and accomplishments. Or type "See provided resume."
12. A one to three sentence job scope (if NOT listed on your uploaded resume or other previous fields in this form) for each professional work position. Or type "See provided resume."
13. Describe three or more of your strongest career accomplishments relevant to your desired next job. Or type "See provided resume."
14. University or trade school attended and date (even if you did not graduate). Or type "See provided resume."
15. Professional certifications, groups, memberships, associations, languages, computer skills, honors, awards, test scores, courses or patents you want included. Or type "See provided resume."
16. Additional information you would like us to include or be aware. For example, gap in employment, switching industries, etc.
17. Would you like us to turn on the setting, within LinkedIn.com, that lets recruiters know you are open to new opportunities? LinkedIn takes steps NOT to show your current organization that you're open, but can't guarantee complete privacy.
18. Do you want your email displayed in the summary section of your profile?
19. Upload professional headshot photo (format: jpg or png)
20. Upload images or links to images or videos you provide of your product or service (optional)
21. Your LinkedIn account sign-in email.
22. Your LinkedIn account sign-in password.