

**LinkedIn  
Profiles  
&  
Resume'  
Service**

[www.LinkedinPro.CO](http://www.LinkedinPro.CO) | [info@linkedinpro.CO](mailto:info@linkedinpro.CO)

**Questionnaire: LinkedIn Profile and/or Resume Writing**

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

- 1) Your name / Your email address / Your mailing address
- 2) Professional Title (e.g., MBA, JD, MD, MA, PMP, etc.) / Your professional function or trade
- 3) Post bachelor's degree, credential, certification or current military rank
- 4) Your professional industry, function or trade (e. g. Technology, Finance, Media, Marketing, Law, etc.)
- 5) Current or most recent employer.
- 6) Website that contains relevant information about your skills, job description, goals, etc. (Current or Past Positions)
- 7) Your goals and target job.
- 8) URL of your existing LinkedIn profile if you have one.
- 9) Provide approximately 20 specific skill-based keywords that are relevant to your experience, current goals and in-demand for your industry.
- 10) Upload existing resume in Word (preferred but not required).
- 11) Professional Experiences - The more information you provide now, the stronger the final product will be. If you do NOT have an existing / old resume, please provide all the professional experiences you want included in your new resume or profile in the fields below. If the information we ask for in the following sections is fully and completely listed on your existing / old resume you upload write "see resume" in the text box. Use the fields below to include any supplemental information not included on your existing / old resume.
- 12) Additional professional work experiences NOT listed on the resume (if providing) or write "see resume."
- 13) 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."
- 14) Describe three or more of your strongest career accomplishments relevant to your desired next job. Or type "See provided resume."
- 15) University or trade school attended and date (even if you did not graduate). Or type "See provided resume."
- 16) Professional certifications, groups, memberships, associations, languages, computer skills, honors, awards, test scores, courses or patents you want included. Or type "See provided resume."
- 17) Additional information you would like us to include or be aware. For example, gap in employment, switching industries, etc.

**If we are working on a LinkedIn profile for you –**

A headshot photo significantly increases views of your LinkedIn profile. If you do not have a professional head shot photo on your LinkedIn profile currently - upload a photo (JPG, GIF, PNG). If you do NOT want a change to the head shot photo currently on your LinkedIn profile, skip this question. If you just want to add later, that's ok. Just skip!

18) Upload professional headshot photo (format: jpg or png)

19) Would you like us to turn on the setting, within LinkedIn.com, that lets recruiters know you are open to new opportunities?

20) Do you want your email displayed in the summary section of your profile?

21) Upload images or links to images or videos you provide of your product or service (optional) OR LinkedIn allows for career samples on your profile. JPG or PNG are most popular.

22) Phone Number / City

23) Your LinkedIn account sign-in email / Your LinkedIn account sign-in password.