





**LinkedIn
Profiles
&
Resume'
Service**

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QUESTIONNAIRE – LINKEDIN PROFILE SERVICE

We strongly recommend you write and save the text answers to these questions before starting or as you go through each page of the online questionnaire below. Type your answers into Microsoft Word, Google Docs, notepad or similar software and save the document. Then copy and paste the answers from your document into our online questionnaire below and upload your existing resume. You can NOT pause and save your progress in our online questionnaire, it needs to be completed in one session. We are not liable for inoperability or interruption of your internet service that may cause us to not receive your information.

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 15-20 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
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 of. 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. I hereby grant LinkedIn Profile Writing & Executive Resume service royalty-free right to use an image of my LinkedIn profile page, including my name, likeness, and/or biography, taken from the LinkedIn profile or otherwise, solely for the purpose of promoting the services of the LinkedIn Profile Writing & Executive Resumes.
19. Do you want your email displayed in the summary section of your profile?
20. Upload professional headshot photo (format: jpg or png)
21. LinkedIn allows for career samples on your profile. JPG or PNG are most popular. We can add rich media to your profile. Image of you speaking, certifications, writing pieces, a logo image, video...(Up to 6) - Optional
22. Your LinkedIn account sign-in email and password.
23. State Yes or No (if ok): We add symbols to your profile to make it stand out to segment the sections. The symbols we use are ★★★ Email:  Phone:   

The questions below are not required but serve for thought-provoking and recall purposes of anything that may have been missed. Feel free to complete as applicable.

Did you identify or solve a major problem for your department or division? (Results?)

Did you identify, create or implement a new procedure or system? (Results?)

Did you train or develop anyone? (How many?)

Did you develop or do something for the first time at your company? (Results?)

Did you accomplish something with fewer resources or in a shorter time?

Did you suggest or "roll out" any new products or programs?

Did you reduce costs, increase revenue/profits or impact bottom-line? (By how much?)

Did you develop new business or enlarge a market? (How?)

Did you meet/exceed company objectives? (In what way?)

Did you improve employee performance or productivity? (How?)

Did you reduce errors? (By how much?)