

**LinkedIn
Profiles
&
Resume'
Service**

www.LinkedinPro.CO | info@linkedinpro.CO

Questionnaire: Resume Writing and/or LinkedIn Profile Optimization

- 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) Please provide a couple links to 'positions of interest.' We review the job responsibilities etc. and extract any relevant keywords to ensure our use of keywords are in line with the HR department.
- 10) Provide approximately 20 specific skill-based keywords that are relevant to your experience, current goals and in-demand for your industry.
- 11) Upload existing resume
- 12) 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.
- 13) Additional professional work experiences NOT listed on the resume (if providing) or write "see resume."
- 14) 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."
- 15) Describe three or more of your strongest career accomplishments relevant to your desired next job. Or type "See provided resume."
- 16) University or trade school attended and date (even if you did not graduate). Or type "See provided resume."
- 17) Professional certifications, groups, memberships, associations, languages, computer skills, honors, awards, test scores, courses or patents you want included. Or type "See provided resume."
- 18) Additional information you would like us to include or be aware. For example, gap in employment, switching industries, etc.

If you have purchased LinkedIn Profile Optimization Services:

- 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) It's suggested to have a custom background/banner image instead of the default. This is the large space behind your profile picture. It gives a more polished and professional look to your profile. If this is something you'd like added to your profile please identify the **name** of the image on the form or feel free to upload one of your own. Here are a few background images to choose w/ names <https://linkedinpro.co/linkedin-background-images/> If you have any trouble uploading your own image please feel free to email it to us info@LinkedInpro.CO - Optional
- 23) Your LinkedIn account sign-in email and password
- 24) 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: ☎ ◆ ✓
- 25) I hereby grant LinkedIn Profile Writing & Executive Resume service royalty-free right to use an image of my resume (excluding name, likeness, and/or an exact biography) solely for the purpose of promoting the services of the LinkedIn Profile Writing & Executive Resumes.

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?)