

**LinkedIn
Profiles
&
Resume'
Service**

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QUESTIONNAIRE – RESUME WRITING

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. 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 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.
11. Upload existing resume in Word
12. 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."
13. University or trade school attended and date (even if you did not graduate). Or type "See provided resume."
14. Professional certifications, groups, memberships, associations, languages, computer skills, honors, awards, test scores, courses or patents you want included. Or type "See provided resume."
15. Provide a few adjectives that describe you at work. What do others say about you? This is where some soft skills come in and offer high value to recruiters, hiring managers and decision makers.
16. Describe three or more of your strongest career accomplishments relevant to your desired next job.

17. Additional information you would like us to include or be aware. For example, gap in employment, switching industries, etc.

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.

18. Did you identify or solve a major problem for your department or division? (Results?)
19. Did you identify, create or implement a new procedure or system? (Results?)
20. Did you train or develop anyone? (How many?)
21. Did you develop or do something for the first time at your company? (Results?)
22. Did you accomplish something with fewer resources or in a shorter time?
23. Did you suggest or “roll out” any new products or programs?
24. Did you reduce costs, increase revenue/profits or impact bottom-line? (By how much?)
25. Did you develop new business or enlarge a market? (How?)
26. Did you meet/exceed company objectives? (In what way?)
27. Did you improve employee performance or productivity? (How?)
28. Did you reduce errors? (By how much?)

Thank you!

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