

REVUP

YOUR RESUME

Client Questionnaire

For us to be able to initiate the process of writing your new resume, please send us the information requested on this questionnaire. Please read and answer each question thoroughly to avoid potential delays in drafting your new resume. This questionnaire is divided into 5 parts and will require approximately 30-60 MINUTES. Make sure to save the file as you work to prevent unsaved data. Once completed, email the accomplished worksheet together with your current resume and other supporting documents to info@rev-upyourresume.com.au



CLIENT SATISFACTION, GUARANTEED

140+ 5-star Google review across 4 locations

80% of our business comes from repeat clients and/or referrals



KEYWORD OPTIMISATION

Boosting your interview chances by optimising your resume keywords against job descriptions



FAST TURNAROUND

Turnaround for initial draft within 3 days (Sundays excluded). 24-48-hour express service also available (Sundays included)



IMMEDIATE RESULTS

Though not always guaranteed, most of our clients receive job interview invitations within 14 days of submitting their new resumes and land a new job within 30-60 days.



LIFETIME INVESTMENT

For the past 10 years, we've witnessed newly graduated clients progress through increasingly responsible roles with exponential increase in salary. Plus, our returning clients get to enjoy special privileges and discounts.

PART 1. PERSONAL INFORMATION

Q1. Name

Given:

Middle (Optional):

Family:

Q2. Address

Street:

Street (Line 2):

Suburb/ City:

State/ Province:

Postal/ ZIP Code:

Q3. Contact Info

Mobile Number:

indicate just one number where you can be contacted often

Email:

username@domain.com

Q4. Your Desired Roles/Position

Q5. Links to Job Advertisements *(please copy and paste links)*

If you currently don't have any specific role in mind, kindly share details of your future jobs so we can tailor your documents to the roles you seek.

Q6. How many years of experience do you have in your desired role?

Q7. How many years of experience do you have in total, regardless of the industry or sector?

PART 2. YOUR UNIQUE DIFFERENTIATION

Q8. What are your key strengths? List 3-5 of your strongest capabilities.

Things employers are most interested in, reasons why you've been hired in the past or capabilities that have led to your greatest successes? (Example: As a Sales Manager, I've been recruited for my consultative selling, account management and business development skills)

Q9. What is the number 1 reason why someone should hire you?

Please provide concrete examples on how this 'trait' or 'attribute' was used in the past to achieve result.

Q10. What is the number 2 reason why someone should hire you?

Please provide concrete examples on how this 'trait' or 'attribute' was used in the past to achieve result.

Q11. What is the number 3 reason why someone should hire you?

Please provide concrete examples on how this 'trait' or 'attribute' was used in the past to achieve result.

PART 3. YOUR CAREER HISTORY

Q12. Current or recent/ last employer. Please provide the details of your current or most recent employment.

Company name:

Company short description:

Indicate the field or sector, product or services offered, company size, number of locations, etc.

Company URL/ website:

Start date (month, year):

End date (month, year):

Current employer

Job Title:

Job title of the person you report to:

Number of your direct reports (if any):

If responsible for a budget, how much:

In 5 bullet points, please tell us about your key activities and functions.

What have been your top 1 -3 accomplishments in this role?

Be specific. Include measurable results, figures and numbers. Use the CAR framework. Think of the CHALLENGES (C) you faced, the ACTIONS (A) you took, and the RESULTS (R).

Q13. Earlier Role #1: Please provide the details of your **second** to the last employment

Company name:

Company short description:

Indicate the field or sector, product or services offered, company size, number of locations, etc.

Company URL/ website:

Start date (month, year):

End date (month, year):

Job title:

Job title of the person you report to:

Number of your direct reports (if any):

If responsible for a budget, how much:

In 5 bullet points, please tell us about your key activities and functions.

What have been your top 1 -3 accomplishments in this role?

Be specific. Include measurable results, figures and numbers. Use the CAR framework. Think of the CHALLENGES (C) you faced, the ACTIONS (A) you took, and the RESULTS (R).

Q14. Earlier Role #2: Please provide the details of your **third** to the last employment:

Company name:

Company short description:

Indicate the field or sector, product or services offered, company size, number of locations, etc.

Company URL/ website:

Start date (month, year):

End date (month,year):

Job title:

Job title of the person you report to:

Number of your direct reports (if any):

If responsible for a budget, how much:

In 5 bullet points, please tell us about your key activities and functions.

What have been your top 1 -3 accomplishments in this role?

Be specific. Include measurable results, figures and numbers. Use the CAR framework. Think of the CHALLENGES (C) you faced, the ACTIONS (A) you took, and the RESULTS (R).

Q15. Earlier Role #3: Please provide the details of your **fourth** to the last employment:

Company name:

Company short description:

Indicate the field or sector, product or services offered, company size, number of locations, etc.

Company URL/ website:

Start date (month, year):

End date (month, year):

Job title:

Job title of the person you report to:

Number of your direct reports (if any):

If responsible for a budget, how much:

In 5 bullet points, please tell us about your key activities and functions.

What have been your top 1 -3 accomplishments in this role?

Be specific. Include measurable results, figures and numbers. Use the CAR framework. Think of the CHALLENGES (C) you faced, the ACTIONS (A) you took, and the RESULTS (R).

Q16. Earlier Career Summary: Please summarise any earlier periods of employment (not covered previously). Include company name/s, job title/s and inclusive months and years of employment.

Q17. Endorsement and Recommendation. If you have have endorsements, recommendations or performance reviews that can be included in your profile, please provide the details below.

Please include the name and position of the person who gave the recommendation as well as the company name.

PART 4. YOUR QUALIFICATIONS

Q18. Education and Formal Training: Please list all universities, institutes and schools you've attended after high school.

Include the city and state in which they're located and the year of completion. Mention whether or not you've completed the program(s), what degree(s) or certificate(s) you were awarded for completion, etc.

Q19. Certificates, Licenses and Tickets: Please list down all licenses and certificates you have obtained (note: only those that are still valid). Please include the name of the awarding body and expiration date of your licenses in the following format (dd-mm-yyyy). Example: 25-07-2025

PART 5. OTHER VALUE-ADDS

Q20. Professional Affiliations: Please provide details of professional memberships relevant to the role you're applying for.

Include your designation (example: Board Member) and the inclusive years of membership.

Q21. Awards and Honours: Have you received any awards, honours or recognitions in your personal or professional life? What were you recognised for? What did you receive? How? Why?

Q22. Technical Proficiency: Please indicate any software programs, apps or online tools you use if they are relevant to your next role. Indicate your level of proficiency (A: Advanced; I: Intermediate; B: Basic)

Q23. Language Spoken: Please indicate any language skills other than English and include your level of proficiency (A: Advanced; I: Intermediate; B: Basic)

Q24. Other things you'd like to highlight in the new document: Use the space below to tell us about anything else you feel we should include, not to include or look for further info. If you have any special concerns regarding your resume, this is the place to write it down.

Save and send this document to: info@rev-upyourresume.com.au