

Client Questionnaire

For us to be able to initiate the process of building 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, send the accomplished worksheet together with your current resume and other supporting documents to the following email address: info@rev-upyourresume.com.au

Part 1: Personal Information

Q1.1 Name *

First Name Last Name

Q1.2 Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Q1.3 Email *

example@example.com

Q1.4 Mobile Number *

indicate just one number where you can be contacted the most often

Q2 Your Desired Job Title

Q3 Please cut and paste link/s to the job advertisements

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.

Q4 How many years of experience do you have in your desired position?

Part 2: Your Unique Differentiation

Q5 What are your key strengths? What are your 3-5 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)

Q6 What is the number 1 reason why someone should employ you?

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

Q7 What is the number 2 reason why someone should employ you?

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

Q8 What is the number 3 reason why someone should employ you?

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

Part 3: Your Career History

Q9 CURRENT / MOST RECENT EMPLOYER: Please provide the details of your current or most recent employment.

Q9.1 Company Name

Q9.2 Company Short Description

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

Q9.3 Company URL or Website

Q9.4 Start Month & Year

example: June 2015 - Present

Q9.5 Your Job Title

Q9.6 Job Title of the Person You Report Into

Q9.7 Number of Your Direct Reports (if any)

Q9.8 If Responsible for a Budget, How Much

Q9.9 In 5 bullet points, please tell us about your key activities and functions

Q9.10 What have been your top 1 -3 accomplishments in this role?

Be specific - include measurable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took, and the RESULTS.

Q10 EARLIER ROLE #1: Please provide the details of your SECOND to the last employment:

Q10.1 Company Name

Q10.2 Company Short Description

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

Q10.3 Company URL or Website

Q10.4 Start Month & Year

example: July 2010 - June 2014

Q10.5 Your Job Title

Q10.6 Job Title of the Person You Report Into

Q10.7 Number of Your Direct Reports (if any)

Q10.8 If Responsible for a Budget, How Much

Q10.9 In 5 bullet points, please tell us about your key activities and functions

Q10.10 What have been your top 1 -3 accomplishments in this role?

Be specific - include measurable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took, and the RESULTS.

Q11 EARLIER ROLE #2: Please provide the details of your THIRD to the last employment:

Q11.1 Company Name

Q11.2 Company Short Description

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

Q11.3 Company URL or Website

Q11.4 Start Month & Year

example: July 2010 - June 2014

Q11.5 Your Job Title

Q11.6 Job Title of the Person You Report Into

Q11.7 Number of Your Direct Reports (if any)

Q11.8 If Responsible for a Budget, How Much

Q11.9 In 5 bullet points, please tell us about your key activities and functions

Q11.10 What have been your top 1 -3 accomplishments in this role?

Be specific - include measurable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took, and the RESULTS.

Q12 EARLIER ROLE #3: Please provide the details of your FOURTH to the last employment:

Q12.1 Company Name

Q12.2 Company Short Description

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

Q12.3 Company URL or Website

Q12.4 Start Month & Year

example: July 2010 - June 2014

Q12.5 Your Job Title

Q12.6 Job Title of the Person You Report Into

Q12.7 Number of Your Direct Reports (if any)

Q12.8 If Responsible for a Budget, How Much

Q12.9 In 5 bullet points, please tell us about your key activities and functions

Q12.10 What have been your top 1 -3 accomplishments in this role?

Be specific - include measurable results, figures and numbers. Think of the CHALLENGES you faced, the ACTIONS you took, and the RESULTS.

Q13 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.

Q14 ENDORSEMENTS & RECOMMENDATION: If you have have endorsements 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

Q15 EDUCATION & FORMAL TRAINING: Please list all 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. Please also include short form post-nominals for qualifications.

Q15 OTHER EDUCATIONAL QUALIFICATIONS: Please list down all other educational qualifications, licences and certificates you've acquired. Please include the institution name as well as your year of completion.

Part 5: Other Value-Adds

Q17 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.

Q18 AWARDS & 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?

Q19 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)

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

Q20 LANGUAGE SKILLS: Please indicate any language skills other than English and include your level of proficiency (A: Advanced; I: Intermediate; B: Basic)

Q21 OTHER THINGS YOU'D LIKE TO HIGHLIGHT ON YOUR 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 the document and send to:

info@rev-upyourresume.com.au