



Brad J. Resumes

Questionnaire 2020

Name:

Mobile:

Email Address:

Residence: (Include City, State, and Zip Code)

Career Profile:

Rank 1-3: Top Three Positions Applying

Areas of Experience and Skills:

Education and Development:

Licenses and Certifications:

Technical and Computer Software Skills:

Awards, Achievements, etc.

Professional Experience: (Include City, Position Titles, and Month/Year Start and End Date)



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Questionnaire 2020

It's important to be truly honest with yourself when answering these questions, as the answers can and will affect the way you organize and write your resume.

- Are you satisfied with your current career path?
- Are you looking for opportunities to expand your knowledge and skill base within the same industry, or are you looking to leave and change industries?
- What are the achievements you brought to the table when you were first hired in your current job? What do you have to offer in this new position?
- What have been some of the biggest challenges you've faced in your job(s)? What did you do? What was your role in the challenge? How was the issue resolved?

NEXT, DO YOUR HOMEWORK.

Research job titles and descriptions relating to what you want to do, which companies you want to target, and match your skills and experience to the descriptions.

- What is the company looking for and how can you present myself in the best light to this company?
- What skills and experience do you have that relate to this job?
- How can you phrase your experience and skills to best match the job description?
- If you were the hiring manager, what keywords would you look for in a resume?

Answering those questions about yourself will also get you started. Remember that your resume is the key that opens the door of opportunity and the document that gets you're the invitation to interview.