

*Answer the following questions as fully as possible. The more specific detail you provide the more effective your resume will be.*

1. What is the purpose of your resume? Are you seeking a position with a different employer, or a different position with the same employer?
2. What specific position are you seeking?
3. Are you switching jobs, or re-entering the workforce?
4. Have you had progressive professional growth throughout your career?
5. Have you had any jobs prior to your current one, or has this been your only employer?
6. What would you say is stronger, your skills and accomplishments or your work experience?
7. Are there any special circumstances which might affect your resume (e.g. being fired, gaps in employment, major career change, immigration issues/eligibility to work)?
8. What positions have you held? For each position state a) the dates you held the position, b) the specific tasks you accomplished, c) whether these tasks support the job you're currently seeking. Look for specific examples of something you did or a project you worked on that gave you special satisfaction.
9. For each task or accomplishment, what action words best describe what you did? Refer to the action word resources for guidance.
10. Were you promoted during your tenure at your job(s)?

11. For each previous job held, how did you contribute to the success of the organization? Where possible, use specific numbers or percentages.
12. For each previous job held, how did you measure your success? What was your favorite project? What about that project did you love? Be specific.
13. Who were the people you worked best with? What traits did they have that resonated with you?
14. What did your past performance reviews say about you? Are there any glowing or complimentary quotes from your boss/reviewers? What type of ratings did you receive?
15. What is the highest level of education that you reached? From which school(s) did you receive your degree(s), and what were your majors?
16. Have you received any awards or honors? Educational or professional? Do you hold any professional licenses or certificates?
17. What special skills could you offer organizations that apply to the position you're seeking? For example, proficiency in certain computer languages or with certain programs, technical experience, artistic talent, or language proficiencies.
18. What professional associations do you belong to? What positions have you held in these groups? If you are a recent graduate, what organizations were you involved with while in college? What significant volunteer work have you done?
19. Have you ever been published? List titles of works, and where they were published.
20. Why should you be hired over all the other applicants? Why are you the very best candidate for this position?