

## Resume Questionnaire

**Note: Your Resume can only be as good as the source material you provide us. Therefore, please be sure to fill out as much as you can to the best of your ability. However, be sure not to cheat yourself, so please make a real effort when answering the questions below. In addition, if you have questions or are unsure about a question give us a call or e-mail instead of leaving your response blank.**

E-mail us a copy of your current resume: [Resume@NaughtyCopy.com](mailto:Resume@NaughtyCopy.com).

If you do not have a resume, require a new resume, or need to update your resume you must fill out page 4.

Do you need a Cover Letter (add on item): (Yes) Or (No)

Do you need a LinkedIn Profile (add on item): (Yes) Or (No)

What is the objective of your resume (Explain in your words, as best as you can)? \_\_\_\_\_

Is this a Generic/General Resume (resume for all career fields, positions, and companies) or a Targeted Resume (for a specific career field, position, and/or company)?

1) If General/Generic specify whether it is an update to your current resume or a new resume and whether you are actively or passively searching for a position in your current line of work or new line of work:

New Resume

Actively Seeking (Yes) or (No)

Update To Resume

Change in Career Field (Yes) or (No)

2) If Targeted, list the position, and/or specific company you are applying to, or both:

(Position) \_\_\_\_\_

(Company Name) \_\_\_\_\_

Resume Contact Information (as you would like it on your resume):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email (a professional e-mail, e.g., [Your.Name@gmail.com](#) not [LasVegasRaidersFan@gmail.com](#)): \_\_\_\_\_

**Education:**

**Name of University (Doctorate/Ph.D.):**

City/State:

Degree(s) Obtained:

Years Attended:

**Name of University (Master's (M.A.):**

City/State:

Degree(s) Obtained:

Years Attended:

**Name of College (Undergraduate):**

City/State:

Degree(s) Obtained:

Years Attended:

Major:

Minor:

**GPA if a recent graduate:**

**Name of High School (Write "GED" if Applicable):**

City/State:

Degree(s) Obtained:

Years Attended:

**GPA if a recent graduate:**

**Certification(s)/License(s):**

**What sets you apart from your competitors:**

**In general, what makes you special in terms of employment, please explain** (this question determines why you should be selected over the hundreds/thousands of other applicants. Your response does not need to be well written, leave that to us. Do your best & answer both parts of the questions):

**Summary of qualifications** (As best as you can, in your own words, please summarize your qualifications in terms of employment, see example below for reference):

**For Example** (This example is of a finished product. Your summary does not need to be as well written but it does need to be detailed, so we can create a well written summary. Simply list your skills, qualifications, personal characteristics, etc. and use full sentences as necessary):

“Skilled professional with more than 18 years of combined B2B and B2C sales & marketing experience and 14 years of mid to upper-level management. Possesses, exceptional organization skills, persuasive communication skills, the ability to work with and manage clients, customers, and teams. Skilled in managing accounts, product launches, contact relationship management tools (e.g., Salesforce & ACT), retaining customers, and building new sales territory. Also demonstrates a proven record of success in management, sales, marketing, customer service, and leading both employees & teams.”

**Experience** (Complete fields below for a new resume and updates to a current resume. Complete in chronological order starting with your most recent position and/or your desired updated work experience):

<b>Year Range</b> (e.g., 2002 to PRESENT or 2011 to 2012)	<b>Company/Business Name</b> (e.g., Sony Inc.)	<b>Location of the business</b> (e.g., New York City, NY)

**Position** (e.g., sales manager):

**List your job responsibilities** (in detail):


**Experience (Previous Job):**

<b>Year Range</b> (e.g., 2002 to PRESENT or 2011 to 2012)	<b>Company/Business Name</b> (e.g., Sony Inc.)	<b>Location of the business</b> (e.g., New York City, NY)

**Position** (e.g., sales manager):

**List your job responsibilities** (in detail):


**Experience (Previous Job):**

<b>Year Range</b> (e.g., 2002 to PRESENT or 2011 to 2012)	<b>Company/Business Name</b> (e.g., Sony Inc.)	<b>Location of the business</b> (e.g., New York City, NY)

**Position** (e.g., sales manager):

**List your job responsibilities** (in detail):
