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**Resume & Cover Letter Info Collector**

***Please ensure that all questions are answered completely and as concisely as possible. If a question does not apply, simply type “N/A”. If question is not fully answered, I will ask you to provide more information which will delay the start date for your project. If the correct information is on your old resume, please state “on resume”. I am looking for new information not currently captured on your old resume.***

**THE BASICS**

1. How would you like your name displayed on your career search documents?
2. What email should be placed on your career search documents?
3. Current City, State, Zip:
4. What phone number should be placed on your career search documents?
5. If you have Linkedin, what is your Linkedin Profile URL?
6. What job titles are you targeting in your job search?
7. Please provide the links of **no more than three** job postings you are highly interested in:
8. What is your favorite color(s)?

**CORE COMPETENCIES / NOTABLE HIGHLIGHTS**

1. What are your top skills that align to the positions you are targeting? Adjectives like motivated and hard-working will not be enough. Think about what tools you have in our toolbox that you can leverage right away when starting a new role. If you are making a career change, what transferable skills do you possess?
2. What makes you different than other candidates applying for the same roles? Think about what you do exceptionally well.
3. What is your proven track record in the eyes of your managers, colleagues, and/or clients? (Think about what people continuously come to you for).
4. List any impressive brands or clients you have worked with and within which of your roles.
5. Do you speak any foreign languages? How would you rate your language skills? Basic, Advanced Conversational, Fluent?
6. List all relevant software that you are proficient in such as Microsoft Word, Workday, Salesforce, Facebook Ads, etc. (not included on current resume).

**PROFESSIONAL EXPERIENCE (starting with most recent role not exceeding 10 years / (please only provide if not on existing resume))...**

**Job #1:**

**Job Title:**

**Company Name:**

**Location:**

**Timeframe (month/year):**

1. What and who are you responsible for?
2. If your job was vacant for a month or even one day, what would have suffered?
3. Provide your top five achievements/measurable accomplishments highlighting your action and the result of your action. I am looking for new efficiencies/processes you help to create, revenue you helped to generate, team members that were promoted due to your mentorship, speaking engagements, big deals you helped to win. For more information on measurable accomplishments, please visit https://www.jobscan.co/blog/resume-accomplishments-examples/ \*

**Job #2:**

**Job Title:**

**Company Name:**

**Location:**

**Timeframe (month/year):**

1. What and who are you responsible for?
2. If your job was vacant for a month or even one day, what would have suffered?
3. Provide your top five achievements/measurable accomplishments highlighting your action and the result of your action. I am looking for new efficiencies/processes you help to create, revenue you helped to generate, team members that were promoted due to your mentorship, speaking engagements, big deals you helped to win. For more information on measurable accomplishments, please visit https://www.jobscan.co/blog/resume-accomplishments-examples/ \*

**Job #3:**

**Job Title:**

**Company Name:**

**Location:**

**Timeframe (month/year):**

1. What were you hired to do? Were you successful? How do you know?
2. What does/did a day in the life look like for you? What are you responsible for?
3. Were you responsible for managing others including internal and external staff such as vendors or contractors?
4. Provide your top five achievements/measurable accomplishments highlighting your action and the result of your action. I am looking for new efficiencies/processes you help to create, revenue you helped to generate, team members that were promoted due to your mentorship, speaking engagements, big deals you helped to win. For more information on measurable accomplishments, please visit https://www.jobscan.co/blog/resume-accomplishments-examples/ \*

**Other jobs between 10-15 years ago (please only provide if not on existing resume)**

Please provide any relevant job titles, company name, location and timeframe you worked only that surpassed 10 years not exceeding 15 years. I do not need a job description for these. If I feel we should include a brief job description, I will let you know!

**EDUCATION (please only provide if not on existing resume)**

List all educational experiences such as degrees, trainings, certification programs not on your resume. Please provide the year you completed or when you anticipate completing the program. Please list the school or organization where you received your education. For trainings, professional development courses, and certification programs, they should be relevant to the career direction you are targeting.

**VOLUNTEER WORK & PROFESSIONAL AFFILIATIONS (please only provide if not on existing resume)**

* Include all recent volunteer work not exceeding 5 years if not already listed on your current resume. List your duties or contributions while volunteering. Finally, confirm the organization, location, and timeframe you volunteered.
* Have you been a member of any relevant professional affiliations over the past 5 years? If so, please list the organization, the timeframe you were involved, and if you contributed in any way (if not listed on your current resume).
* Relevant Licenses?

**Please answer ALL questions for your Linkedin Profile**

1. Is there anything you would like me to incorporate into your Linkedin banner such as a specific symbol, type of font, scenery such as a city skyline, etc.?
2. What is your Linkedin username and password?
3. Is there any that you would not like me to share publicly on your Linkedin profile? For example, if you are in a sales role, would you prefer to leave off specific numbers?
4. Are you comfortable with me including a feature of Linkedin in your profile called, “Open to Opportunities”? This is where I will list 5 positions you are seeking and in what areas. This can be made private to recruiters only or you can make it public so that all can see (green circle around your Linkedin photo). Please note that Linkedin cannot guarantee full privacy from your existing employer if they are using this feature as well to identify candidates for open positions. Would you like me to include this section and if so, would you like it set to private or public?