



Resume Questionnaire

Enter your name and information as you would like it to appear on your resume.

First Name

Last Name

Address

Apt. or Suite

City

State/Province

Postal Code

E-mail

Country

Best Contact Phone Number

LinkedIn, Social Media, Website URL, Etc.

LinkedIn, Social Media, Website URL, Etc.

LinkedIn, Social Media, Website URL, Etc.

LinkedIn, Social Media, Website URL, Etc.

Job Category (Just provide us with your top two job categories that you feel you fit best in with)

Tell us a little about yourself... [Describe the position or career goal and the industry you are seeking. Provide a summary of your abilities, experience and personal characteristics that demonstrate what you can offer and why you will be successful in any position. If you feel you need more space than provided please feel free to attach extra pages.]



Education [Summarize your educational background, listing your highest degree first. If you feel you need more space than provided please feel free to attach extra pages.]

Graduation Date Year School Name

Location (City, State)

Degree Type Degree (Major)

Description (Please provide any important information you feel is relevant to include GPA, Major GPA and Minor.)

Graduation Date Year School Name

Location (City, State)

Degree Type Degree (Major)

Description (Please provide any important information you feel is relevant to include GPA, Major GPA and Minor.)

Graduation Date Year School Name

Location (City, State)

Degree Type Degree (Major)

Description (Please provide any important information you feel is relevant to include GPA, Major GPA and Minor.)

Graduation Date Year School Name

Location (City, State)

Degree Type Degree (Major)

Description (Please provide any important information you feel is relevant to include GPA, Major GPA and Minor.)



Work Experience [List your experience in reverse chronological order beginning with your most recent position. Describe your roles, responsibilities and accomplishments. If you feel you need more space than provided please feel free to attach extra pages.]

Start Date Year End Date Year
Put "Present" for end date if this is your current position

Company Name Job Title or Position City, State

Description [Describe your roles, responsibilities and accomplishments in this position, highlighting those areas relevant to your job target. Emphasize the skills or personal characteristics that enabled you to succeed in this position and that support your career objective.]

Start Date Year End Date Year

Company Name Job Title or Position City, State

Description [Describe your roles, responsibilities and accomplishments in this position, highlighting those areas relevant to your job target. Emphasize the skills or personal characteristics that enabled you to succeed in this position and that support your career objective.]

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City, State

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Start Date Year End Date Year

Company Name

Job Title or Position

City, State

Description [Describe your roles, responsibilities and accomplishments in this position, highlighting those areas relevant to your job target. Emphasize the skills or personal characteristics that enabled you to succeed in this position and that support your career objective.]



Have you received special honors, awards, and recognition that you want to highlight on your resume? If you do, list the honors, awards or special recognition that you have earned. Consider including scholarships, sponsorships, commendations and extracurricular activities that are relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Start Date Year Association Name

End Date Year The title or name of this honor, award or recognition City, State

Description

Start Date Year Association Name

End Date Year The title or name of this honor, award or recognition City, State

Description

Start Date Year Association Name

End Date Year The title or name of this honor, award or recognition City, State

Description

Start Date Year Association Name

End Date Year The title or name of this honor, award or recognition City, State

Description



Have you written two or more books, magazine articles or trade journals related to your career field that has been published? If so, provide a list of articles, books or papers that you have authored or contributed to which demonstrate expertise in your career field or industry. [If you feel you need more space than provided please feel free to attach extra pages.]

Date	Year	Title of paper or article
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Pages	Title of publication	City: Publisher
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Description

Date	Year	Title of paper or article
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Pages	Title of publication	City: Publisher
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Description

Date	Year	Title of paper or article
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Pages	Title of publication	City: Publisher
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Description

Date	Year	Title of paper or article
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Pages	Title of publication	City: Publisher
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Description



Are you a member of any professional organizations or associations which are directly related to your industry or career objective? List the professional organizations or affiliations you have been a member of. Include associations, committees, honorary societies, and board memberships that are relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description



Did you earn two or more credentials, licenses, and/or certificates related to your career? List the licenses or certifications that validate your qualifications for the position. Include credentials, accreditations or other legally required documents that are relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description



Have you attended workshops, seminars within your target industry or been provided with formal training related to your career objective? List the formal and informal training you have received. Include workshops, seminars, conferences, certificate programs, and professional education that are relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description

Start Date Year Association Name

End Date Year The title or name City, State

Description



Is your career in the entertainment industry, such as film, theater, radio, or television, where you need to provide a list of productions? List the projects or productions that demonstrate your qualifications for the position. Include film, video, television, theater, music, print, media and design projects that are relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Name of production or event

Role

Director, Producer or Company

Name of production or event

Role

Director, Producer or Company

Name of production or event

Role

Director, Producer or Company

Name of production or event

Role

Director, Producer or Company

Do you experience in community service, civic duty or volunteer work that is relevant to your career field? List the volunteer experience that would be of interest to your future employer and is relevant to your job target. [If you feel you need more space than provided please feel free to attach extra pages.]

Start Date

Year

End Date

Year

Put "Present" for end date if this is your current position

Organization

Job Title or Position

City, State

Description [Describe the volunteer work you have participated in and your role within each organization. Emphasize experience, accomplishments, and skills relevant to your job target.]



Please provide any additional information that you feel may be relevant in the creation of your resume.

Congratulations! You have successfully completed this questionnaire for your resume. All you need to do next is either fax this complete package to 877-462-4055 or scan and email it to resume@masoba.net. Thank you for selecting us to help you further your career.