In order for us to begin your resume, complete this form or submit an existing resume for us to edit. Once completed, email it to: [qualityresume@msn.com](http://qualityresume20.com/mailto:qualityresume@msn.com) -or- fax to: 206-374-2478.

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| Please provide contact information: | | | | |
| Name: |  | | | |
| Address: | |  | | |
| City, State & Zip: | | | |  |
| Telephone: | | |  | |
| Email: |  | | | |

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| Tell us what position you are applying for. Will you be using a service or have you already secured the interview? What are your goals for your career? |
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| Please provide us with your work history. You should go back 5-10 years, more if the experience is relevant to your current career goals. (We may not use all the data, but it will help us to write your SUMMARY OF QUALIFICATIONS. | | | | | |
| Employer: |  | | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties: | | | | | |
| Employer: |  | | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties: | | | | | |
| Employer: |  | | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties:  Duties, continued: | | | | | |
| Employer: | |  | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties: | | | | | |
| Employer: | |  | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties: | | | | | |
| Employer: | |  | | | |
| Location: (at least City & State): | | | | |  |
| Position Title: | | |  | | |
| Begin Date (mo/yr): | | | |  | |
| Finish Date (mo/yr): | | | |  | |
| Briefly describe your duties: | | | | | |
| Tell us about any special skills you have as a result of your work experience: | | | | | |
| Do you possess any technical skills, such as computer and/or programming abilities? | | | | | |

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| Tell us about your education, college first, trade school, certificate programs, high school or GED, and on-the-job training, CPR, First Aid, Customer Service Training, Sales, etc. | | | |
| College & Location (City, ST): | | |  |
| Degree or years completed: | |  | |
| Area of study: |  | | |
| Provide any additional educational information: | | | |
| College & Location (City, ST): | | |  |
| Degree or years completed: | |  | |
| Area of study: |  | | |
| Provide any additional educational information: | | | |

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| What do you think is your strongest ability? | |
| Which languages are you fluent? | |
| What do people like about you the most? | |
| How many years overall do you have in your chosen career? |  |
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| Thank you for taking the time to be thorough in filling out this information, it helps us to be able to provide a clear and concise résumé. Use more paper if you require. Also, please provide a telephone number or email address where we can reach you with any questions we might have during the résumé writing process. | |