



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 -or- fax to: 206-374-2478.

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

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?

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?	

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:	

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?	
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.	