

Typing Solutions Résumés & Etc

Résumé Questionnaire Form

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www.typingsolutions.biz

typingsolutions@bellsouth.net

Last Name _____ First Name _____

Middle Initial _____ Home Phone _____

Work Phone _____ Cell Phone _____

E-mail _____ Website _____

Address _____

City _____ State _____ Zip _____

Circle

Employment you are seeking

Part-time

Full-time

Seasonal

List the positions or job titles for your resume objective: _____

Please supply a copy of the job announcement, newspaper ad, or provide the name, address, and contact name for your perspective employer below:

_____ Title _____

Provide the fax number, if you are faxing your résumé _____

Circle: Applying for a job or Upgrading résumé for non-job related purposes

How many cover letters do you need? _____

Do you prefer white, ivory, gray, or other _____ colored résumé paper?

Current/Last Employer _____

Position/Title(s) _____

City _____ State _____ From _____ / _____ To _____ / _____

Responsibilities (daily tasks, general responsibilities, department(s))

Skills (Word processing, Data entry, Computer software, Medical transcription, etc.)

Awards/Recognition	Company Name	City, State	Year
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Last Employer _____

Position/Title(s) _____

City _____ State _____ From _____ / _____ To _____ / _____

Responsibilities

Special Skills

Awards/Recognition	Company Name	City, State	Year
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Last Employer _____

Position/Title(s) _____

City _____ State _____ From _____ / _____ To _____ / _____

Responsibilities

Special Skills

Awards/Recognition	Company Name	City, State	Year
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Last Employer _____

Position/Title(s) _____

City _____ State _____ From _____ / _____ To _____ / _____

Responsibilities

Special Skills

Awards/Recognition	Company Name	City, State	Year
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Last Employer _____

Position/Title(s) _____

City _____ State _____ From _____ / _____ To _____ / _____

Responsibilities

Special Skills

Awards/Recognition	Company Name	City, State	Year
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Professional Memberships	City, State
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Honors & Awards	Title of Award	Company	Year of Award
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High School _____ City _____

State _____ Year _____ Special Honors _____

Trade School _____ City _____

Degree, Certification, etc. _____

State _____ Year _____ Special Honors _____

License _____ City _____

State _____ Year _____ Special Honors _____

College _____ City _____

Major _____ Minor _____

State _____ Year _____ Special Honors _____

Graduate School _____ City _____

Degree _____

State _____ Year _____ Special Honors _____

Title of Thesis, Case Study, Capstone Project, Dissertation, Date, etc.

Published Articles	Title of Work	Name of Publication	Date of Publication
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Other Published Material

Other Notes
