

Resume Writing Questionnaire

[The PCman Website Free Resume Creator](http://www.thepcmanwebsite.com/free_resume_creator.shtml)

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Print this page and use it to gather your information to simplify the use of our Free Resume Creator.

By using this questionnaire you will be able to answer the questions at your leisure then transfer the

answers to our Free Resume Creator program where you can also choose your style and colors.

There are many more options in the program but this will put the bulk of it at your finger tips.

The program will then do all of the set up and formatting for you automatically.

You may also join and save your resume online, of course membership is free but it is not a requirement to use any of our services. And we don't charge you a fee for any of it!

Career building services we provide:

- * [Free Resume Creator](#)
- * [Cover Letter Creator](#)
- * [References Page Creator](#)
- * [Resume Networking Cards](#)
- * [Interview Thank You Letter](#)
- * [Resignation Letter Creator](#)
- * [How to Write a Resume](#)
- * [Resume Posting Directory](#)
- * [Job Search Directory](#)

Here are the questions to help with your resume.

Your Employment History:

List your jobs starting with the most recent or relevant as applicable to the job you want.

Employer Number One:

Company Name: _____

Address: _____

Job Title: _____

Dates Employed: _____

Describe your job and list your duties:

Employer Number Two:

Company Name: _____

Address: _____

Job Title: _____

Dates Employed: _____

Describe your job and list your duties:

Employer Number Three:

Company Name: _____

Address: _____

Job Title: _____

Dates Employed: _____

Describe your job and list your duties:

Employer Number Four:

Company Name: _____

Address: _____

Job Title: _____

Dates Employed: _____

Describe your job and list your duties:

Employer Number Five:

Company Name: _____

Address: _____

Job Title: _____

Dates Employed: _____

Describe your job and list your duties:

Your Education History:

List your schools starting with the most recent or relevant as applicable to the job you want.

School Number One:

School Name: _____

Address: _____

Degree: _____

Degree Date: _____

Describe what you learned and any awards earned:

School Number Two:

School Name: _____

Address: _____

Degree: _____

Degree Date: _____

Describe what you learned and any awards earned:

School Number Three:

School Name: _____

Address: _____

Degree: _____

Degree Date: _____

Describe what you learned and any awards earned:

School Number Four:

School Name: _____

Address: _____

Degree: _____

Degree Date: _____

Describe what you learned and any awards earned:

School Number Five:

School Name: _____

Address: _____

Degree: _____

Degree Date: _____

Describe what you learned and any awards earned:

**List any awards, certifications, memberships or other items that would be of help to get this job: