

Resume Writing Questionnaire  
The PCman Website Free Resume Creator  
[https://www.thepcmanwebsite.com/free\\_resume\\_creator.shtml](https://www.thepcmanwebsite.com/free_resume_creator.shtml)

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. And we don't charge you a fee for any of it!

Career building services we provide:

- \* [Free Resume Creator](#)
- \* [Cover Letter Creator](#)
- \* [Reference Page Creator](#)
- \* [Resume Networking Cards](#)
- \* [After Interview Thank You Letter](#)
- \* [Resignation Letter Creator](#)
- \* [How to Write a Resume](#)
- \* [Job & Career Help](#)

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