

# Resume Writing Questionnaire

## The PCman Website Free Resume Creator

Please print this page and use it to gather your information to simplify the use of our Free Resume Creator. Using this questionnaire, you will be able to answer the questions at your leisure and 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 fingertips. 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 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](#)
- \* [Reference Page Creator](#)
- \* [Resume Networking Cards](#)
- \* [After Interview Thank You Letter](#)
- \* [Resignation Letter Creator](#)
- \* [How to Write a Resume](#)
- \* [Job & Career Help](#)
- \* [Resume Search](#)
- \* [Job Search](#)

Here are questions to help you write 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:**