



Information gathering form.

Here is a form designed to give me the basic information in order to be able to put together your résumé. If you already have an existing résumé with most of this information in it, then please attach that with your return email and fill out only those areas that are not on your existing résumé.

If you need any help drop me an email chris@reddyresumes.com.au



Once your questionnaire is complete, I will recommend some designs, finalise a price, send you an invoice and commence work on your resume etc. You will be asked to approve content and layout before your résumé is finalised.

Please fill out the following information:

Title: Mr Mrs Ms Miss Dr Prof

First name:

Last name:

Phone:

Address:

LinkedIn:

E-mail:

BASIC INFORMATION:

What job or industry are you applying to? (This will help skew the résumé to your particular industry/profession. If you have a link to a job you have seen advertised, please send me this as well.)

Do you have a current résumé, cover letter or job description you would like to attach?

YES

NO

COMMENT

CERTIFICATES & LICENCES

Gained through (Institution or company)	Name of Certificate or Licence	Year gained

SKILLS Here, can you please list the skills you have developed over your career – those you need to perform your job function.

EMPLOYMENT HISTORY

EMPLOYER	RESPONSIBILITIES
Current or last Employer Name:	
Suburb:	
State:	
Position:	
Date start:	
Date finish:	
Previous Employer Name:	
Suburb:	
State:	
Position:	
Date start:	
Date finish:	

EMPLOYMENT HISTORY CONTINUED

Previous Employer Name:	RESPONSIBILITIES
Suburb:	
State:	
Position:	
Date start:	
Date finish:	
Previous Employer Name:	
Suburb:	
State:	
Position:	
Date start:	
Date finish:	

EMPLOYMENT HISTORY CONTINUED

Previous Employer Name:	RESPONSIBILITIES
Suburb:	
State:	
Position:	
Date start:	
Date finish:	
Previous Employer Name:	
Suburb:	
State:	
Position:	
Date start:	
Date finish:	

EMPLOYMENT HISTORY CONTINUED

Previous Employer Name:	RESPONSIBILITIES
Suburb:	
State:	
Position:	
Date start:	
Date finish:	
Previous Employer Name:	
Suburb:	
State:	
Position:	
Date start:	
Date finish:	

ANY OTHER RELEVANT EXPERIENCE/VOLUNTEER WORK

Experience	Role and Duties	Years of Experience

PERSONAL STRENGTHS

In a few words please tell us a little about yourself, commenting on the core strengths listed below and why you believe you have these skills. You do not need to write comments under all skills listed, only those you believe that you have. We will then use descriptive language to describe each of your personal strengths. Keep in mind – your core strengths are separate from your skills listed earlier – these strengths are about what individual attributes make up your professional character.

Please try to add why you believe you have this skill, rather than just tick it.

Communication - both oral and written:

Customer service

IT (computer)

Leadership

Team player

Attitude

Creative

Organisational

Safety

General

LANGAUGES

Are you fluent in a language other than English?

Are you a member of any clubs or associations?

REFEREE DETAILS

Please provide at least two referees whom your potential employer can contact.

REFEREE 1:

Full name:

Position:

Address:



Phone:

E-mail:

REFEREE 2:

Full name:

Position:

Address:



Phone:

E-mail:

Thank you.

Is there anything you would like to add or any additional information you would like to attach; or is there anything else at all you believe important and wish to tell me?

For questions or further information please contact Chris Kirby-Ryan on 0407 040 102 or email chris@chriskirbywrites.com.au