

Resume Questions:

- Write a brief one or two-sentence description for each of the 3-4 most recent companies where you worked. (Don't worry about grammar; we'll fix that.)
- Write the top 1-3 responsibilities for the past 4 positions.
- Write the top 5 accomplishments for the past 4 positions, and the top 2 accomplishments for all positions.
- Prioritize both responsibilities and accomplishments, putting the most important ones at the top.
- Quantify accomplishments and responsibilities whenever you can. Example: Don't say, "Increased sales by 15%..." instead, say, "Increased sales from \$30 million to \$34.5 million in less than 12 months, an increase of 15% over the previous year."
- **Make sure all dates of employment have months, not just years—even if there are gaps.**
- Make sure all jobs within the same company have dates.
- Make sure your name, address, phone number, and email address are at the top.
- Make sure your education includes dates, locations of schools, and major areas of study.

Send everything in a Word or Pages document. If you don't have either of those, use plain text. Do not send a pdf file.

Note: Please include all information the first time. If we have to continually ask for additional information it drives up the cost of the service.