



RiverwoodWriter, LLC

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Resume questionnaire

Here's what I need to start work on your resume. Put yourself in the prospective employer's shoes and think what would be important to see. If you are answering an advertisement, I'd like to see a copy of that ad (or a summary of its content so I can make sure that your resume includes all the things that they're looking for. Also send me any old resumes you have, preferably by email in Microsoft Word. You may also fax it to me at 540-436-8115.

If you'd like me to start on this, send a deposit of \$50.00 when you return the questionnaire. It will be applied towards the total bill of \$125.00 which is payable upon completion. This includes your choice of 1) five copies of your resume, laser printed on quality resume paper or 2) a generic cover letter to use when you submit your resume to a prospective employer (it will have to be customized for each submission). Checks should be made payable to Riverwood Technologies.

Sometimes, customers don't need a full resume service, but only review and/or editing. If we agree that I will work on your resume based on time spent, it will be billed at \$40/hour. Thank you!

- 1) Full name and contact information you want on the resume
(address, e-mail, cell phone, home and/or work phone #)

- 2) Reverse Chronological employment record (most recent first) and for each one I need:
 - The name of the JOB POSITION
 - The name of the COMPANY
 - The city and state where the Company is located
 - The inclusive dates (years only -- months not necessary).
 - The key responsibilities/duties you had
 - Anything you might have accomplished or achieved at that job
 - Did you increase sales?
 - Did you cut costs?
 - Did you improve employee turnover?
 - Did you increase efficiency?
 - Did you develop a new program, a new training, etc.?

3) Do you have any language fluency or basic language competency in any languages other than English?

4) What is the extent of your computer expertise? Operating Systems? Software? Programming? Would you say you were computer literate or that you have a basic competency?

5) Educational History - institutions, city where institution located, degree or training description, date of graduation/completion. This section can include seminars or training courses that you might have attended. Or if you have a lot of those, we can just make mention of them and say that details are available on request

6) Do you have any special training or certifications? Licenses?

7) What are your strengths?

Are you organized?

Are you reliable?

Do you work well in groups or do you function better alone?

Are you a self starter?

Do you work well under pressure or stressful conditions?

Do you have supervisory experience? If so, are you good at it?

Are you good at training?

Do you work well with all kinds of people or do you work better with management?

How are your oral (speaking) and writing skills?

What things have people complimented you on?

Are you a troubleshooter/problem solver?

8) Have you achieved any noteworthy accomplishments or recognitions?

9) I like to put a general Job Objective near the top - give me some ideas about what you want this to be.

You get the idea. Look forward to hearing from you.

Elizabeth H. Cottrell
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If you prefer, you can email (RiverwoodWriter@gmail.com) or fax your response back to me . Fax #: 436-8115