

# DiAlo Executive Services

You Don't Get a Second Chance to Make a First Impression

## RESUME PREPARATION FORM – PLEASE PRINT LEGIBLE

Today's date \_\_\_\_\_

A good resume requires accurate, complete information. Include all relevant information regarding your goals, skills, experience and education. Give yourself credit for all you have done at previous jobs so that your prospective employer can picture how you will help their organization.

### INFORMATION ABOUT YOU

What position(s) will you be applying for?

How will you conduct your job search? Examples: Newspaper, networking, hand-delivering resumes, faxing, mailing, or other - please explain

What is your long-term career objective? \_\_\_\_\_

Your Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number Street  
City State Zip

Home # (\_\_\_\_\_) \_\_\_\_\_

Cell # (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Do you have a current resume? \_\_\_\_\_ if yes, what software program is it saved under?

Do you have access to a computer? \_\_\_\_\_ If so, what make/ model ?

Which word processing software/version is installed on the computer you have access to?

Are you interested in professional resume paper? \_\_\_\_\_(this is an extra cost)

### EXTRA SERVICE ITEMS: PLEASE CIRCLE YOUR CHOICE

Resume, cover letter, thank you letter, follow-up letter, references, salary requirement, job search, fax service, mailing service, disk storage, emergency service, Internet research (please note: the thank you letter and follow-up letter is designed after you've interviewed)

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## COMPUTER SKILLS

Are you computer literate? \_\_\_\_\_ If yes, please rate your computer skills: advanced, in-between, or a beginner

Please describe any computer hardware knowledge you have. Rate your computer hardware knowledge: advanced, in-between, or a beginner

Please list all computer software programs you are familiar with (include the version and rate your software skills: advanced, in-between, or a beginner

Please list all your office skills. Explain in detail

Please list all other skills. Explain in detail

## INFORMATION ABOUT YOUR EDUCATION

	School Name/ Address	Month/Year Attended	Did you Graduate	Name of Your Degree	What Was Your Major
Graduate School					
College					
Trade School					
High School					

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**INFORMATION ABOUT YOUR JOB HISTORY**

In the section below, please describe your work history in as much detail as possible. Start with you current, or most recent, employment and include any military service.

Listing your salary history is optional.

Employer		Month/year employed	
		From	To
Address			
		Phone #	
Supervisor's name and title		Your job title	
Duties you performed		Reason for leaving?	
		Will they give you a good reference?	

Employer		Month/year employed	
		From	To
Address			
		Phone #	
Supervisor's name and title		Your job title	
Duties you performed		Reason for leaving?	
		Will they give you a good reference?	

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Employer		Month/year employed	
		From	To
Address			
		Phone #	
Supervisor's name and title			
		Your job title	
Duties you performed		Reason for leaving?	
		Will they give you a good reference?	

Employer		Month/year employed	
		From	To
Address			
		Phone #	
Supervisor's name and title			
		Your job title	
Duties you performed		Reason for leaving?	
		Will they give you a good reference?	

In the section below, list the names, addresses, job titles, and telephone numbers of four people whom you have worked for or with (for at least one year). Please do not list relatives, neighbors and friends are acceptable

Name	Address	Job Title	Years known	Telephone Number

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## EXTRA INFORMATION TO HELP DESIGN YOUR RESUME PACKAGE

List any on the job training, professional seminars attended, and or other special skills or qualifications you have. Explain in detail

What's your typing speed?

Do you speak any language other than English? If yes, what?

List professional, business, or civic activities that you have engaged in, or offices you have held. Include co-ops, internships, volunteer work, field experience, and professional organization/club memberships. Explain in detail

List any awards, honors, or special achievements?

Do you need emergency resume service?

Are you interested in Occupational Outlook Handbook reports? If yes, what job title would you like to know more about?

**\*\*Please use an extra sheet of paper if needed\*\***

**\*\*Please allow 72 hours in preparing your resume package\*\***

**However, if you need emergency service please note there is an extra fee\*\***

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### Office Use Only

#### Career Categories:

Warehouse position  
Welder  
Human Resources  
Accounting  
Real Estate  
Service Technician  
Sales  
Secretarial  
Clerical  
Customer Service  
Food Service  
Clerk positions

Administrative Assistant  
Receptionist  
Cooking  
Marketing Coordinator  
Recruiter  
Billing Clerk  
Construction  
Data Entry  
Mailroom Clerk  
Manager  
Supervisor  
Office Manager  
Purchasing Clerk

Receiving Clerk  
Assistant Manager  
Alarm Installers  
Carpenter  
HVAC  
Electrical Technician  
Driver  
Manufacturing  
Maintenance Tech.  
Painter  
Delivery Drivers  
Account Executive  
Loan Officer

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Retail Sales  
Telemarketing  
Computer Operator  
Leasing Agent

Accounts Receivable  
Accounts Payable  
Payroll  
Bookkeeper  
Apartment Manager

Security Officer  
Shipping Clerk  
Credit/Collections  
Other \_\_\_\_\_  
Other \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Completion Date Promised: \_\_\_\_\_

**Interview Notes:**