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***Please return to***[*eomega@getinterviews.com*](mailto:eomega@getinterviews.com)

*Please carefully complete this questionnaire. This “review” of your career history serves two purposes:*

1. *Provides me with information about you so I can develop your resume and cover letter. I don’t know you, so I need this information. Receiving all the information during this stage of the process is key to ensuring the documents are successfully formatted and strategically planned. We ASSURE you that your willingness to provide the necessary information at this stage of the process will play an instrumental role in your success in achieving interviews.*
2. *Prepares YOU for the interview. Consider this a refresher course on why you are the best candidate. In addition, this gives you a chance to look through your personal papers to find the details of your accomplishments and performance metrics.*

*If you have any questions, please feel free to contact me. I am more than happy to help.*

***PLEASE INCLUDE A COPY OF YOUR OLD RESUME AT THE END OF THE WORKSHEET OR ATTACH IT TO THE EMAIL WHEN RETURNING THE COMPLETED WORKSHEET. THANK YOU!***

***\*\*\*Please use a different color for your answers, it is easier to see. Thank you!\*\*\****

**CONTACT INFORMATION**

Please complete the following information:

**NAME (Please use a first and last name):**

**PHONE:**

**CITY, STATE AND ZIP CODE:**

**EMAIL ADDRESS:**

**LINKEDIN PROFILE (Use your Custom URL):**

**CAREER OBJECTIVE**

Please tell us your **top choice** of job title. This should be a position you want to apply for and have researched so you understand what is involved in it. This should match your experience and is what you will be searching for when looking for a job.

**Examples include:** *Java Developer, Dot Net Developer, Back End Developer (Node JS, C#, PLSQL, EJB,…), Front End Developer (Angular JS, AJAX, Spring, ASP, dot net,...), Full Stack Developer (Java, dot net, Angular, Node, Express, React,…), Android Developer, Software Engineer*

**CORE COMPETENCIES**

Please list your strongest skills that you have used at work or in recent academic projects. These should be your best skills that you are most confident with and can answer questions about in an interview.

**Examples include:** *Major phases of SDLC, Web Services, Design Patterns, SOA, Java Programming, Dot Net Programming, Oracle PL/SQL, MS SQL, User Interface, Front End/Back End, OOPS, Project Lead, Project Management, Database Development, Development and Implementation*, *Microservices, Design Patterns, Object Oriented Programming, Concurrency and Multi-Threading, Data Structures and Collections, Data Intensive Applications, Dependency Injection, JVM and Memory Management.*

**TECHNICAL SKILLS**

**WHAT COMPUTER HARDWARE, SOFTWARE PACKAGES, AND COMPUTER LANGUAGES DO YOU KNOW?**

*NOTE: You should be able to pass a technical test based on these. They are technologies you have used in your work or academic projects or have learned all you can on it and can answer in depth questions.*

**If you are targeting system/network administrator roles, please detail hardware as well.**

**Languages:**  **Web:**   
**Web Services:  
Web and Application Servers:  
Frameworks:**  
**Databases:**   
**Design Patterns:  
SDLC:  
Tools:**   
**Platforms:**   
**Big Data:**

**VISA STATUS**

**Please indicate your visa status; Green Card, EAD, or F-1**

**PROFESSIONAL EXPERIENCE INSTRUCTIONS**

* Start with your most recent job and working backward to the least recent position
* List ONLY paid full-time (35+ hrs/week) employment in this section.
* When completing your [resume](https://www.indeed.com/career-advice/resumes-cover-letters/6-universal-rules-for-resume-writing?from=careeradvice-US), your first priority is to relate your background to the job title you will be applying for.
* Use a variety of words to describe what you did. Examples include: developed, created, automated, analyzed, maintained, supervised, modified, directed, initiated, strengthened, improved, reduced, decreased, recognized, transformed, promoted, accomplished, achieved, eliminated, generated, expanded, …(for more look up “Power Verbs”)
* Try to quantify achievements if you can; use data and numbers to show what you achieved and how you performed in your previous roles.
* Focus on**Results;** focus on work that benefitted your previous employer. Demonstrate, as briefly as possible, the scope of your responsibilities and how you delivered measurable results. You want to highlight the most successful and impressive accomplishments in your career. For example:
  + Spearheaded the development of a new user interface that increased customer satisfaction by 20%.
  + Mentored a team of 15 web developers.
  + Developed and implemented a feedback system for customers to report bugs and concerns.
  + Re-engineered account software systems for customers that reduced bugs by 15%.
  + Collaborated on the development of new software interfaces for banks.

Please remember when describing your work history that hiring managers and recruiters don’t spend a lot of time reviewing your resume, so you need to be selective when deciding how much detail you want to include.

Remember that the best length for your resume is two pages. Adding too much detail can actually make it less likely that the hiring manager will review all the information. We don’t want to bury relevant information by providing unnecessary details.

When listing your tasks as well as projects, keep your target positions in mind. Also, focus on the positions you have held in the last ten years. Earlier positions may be important to you but are usually not as helpful in getting an interview.

**JOB DESCRIPTION FORMAT (FOR ONE JOB AT ONE COMPANY)**

**Company Name, City, State • Dates worked MM/YYYY – MM/YYYY**Short description of company (1 sentence)

**Job Title**Short description of job duties (1-2 sentences)

**Responsibilities and Impact**Describe your main responsibilities and the skills you demonstrated in your previous job. Pair your responsibility with a key impact by using numbers to measure your success.

**Technologies Used:**List in order: Languages, Web, Databases, Tools, & Platforms

**Example:**

**ProGineer Tech Company, Ramallah, Palestine • 8/2014 -2/2018**

An outsourcing company providing a wide range of Software Services

**Python Software Developer**

Made key contributions to back-end software development and implementation

* Produced clean, efficient code in Python, C and C++ based on specifications
* Tested and deployed programs and systems
* Conducted troubleshooting, debugging and upgrading of existing software
* Successfully integrated software components and third-party programs
* Successfully developed two major projects for client PDF Solutions in San Jose, CA, to improve quality of computer chip manufacturing
* Ensured timely completion of complex projects despite challenging deadlines
* Contributed to development of organizational flow software enabling teams to manage multiple tasks, oversee scheduling, and set time limits
* Recommended and executed improvements which resulted in a 65% increase in performance

***Technologies Used:*** *Python, C++, C, Informix, Cassandra CQL, PyCharm, SVN, GIT, Linux Redhat, Kafka, Spark*

**JOB DESCRIPTION FORMAT (FOR MULTIPLE POSITIONS AT THE SAME COMPANY)**

**Company Name, City, State • Dates worked MM/YYYY – MM/YYYY**Short description of company (1 sentence)

**Job Title (Dates worked MM/YYYY – MM/YYYY)**Short description of job duties (1-2 sentences)

**Responsibilities and Impact**Describe your main responsibilities and the skills you demonstrated in your previous job. Pair your responsibility with a key impact by using numbers to measure your success.

**Technologies Used:**List in order: Languages, Web, Databases, Tools, & Platforms

**Job Title (Dates worked MM/YYYY – MM/YYYY)  
Short description of job duties (1-2 sentences)**

**Responsibilities and Impact**Describe your main responsibilities and the skills you demonstrated in your previous job. Pair your responsibility with a key impact by using numbers to measure your success.

**Technologies Used:**List in order: Languages, Web, Databases, Tools, & Platforms

**Example:**

**GOLOMT BANK OF MONGOLIA, Ulaanbaatar, Mongolia** • **5/2013-8/2017**

Leading Mongolian financial institution.

**Software Engineer (1/2016-8/2017):** Promoted to lead development and maintenance of key internal and customer-facing systems including core and Internet banking systems.

* Played key role developing, analyzing and deploying applications to production.
* Resolved technical errors; maintained and upgraded enterprise systems and conducted data reporting.
* Developed new authorization mode for social and smart banking using biometric security.
* Created streamlined online customer registration system, measurably increasing customer sign-ups.

***Technologies Used:*** *Oracle, WAS, IHS, Java, Shell Script, Cluster, Nginx, MySQL, Apache Tomcat, Jetty, Intellij IDEA, Eclipse, Toad, Putty, Atlassian Jira, MySQL Workbench, Git, Wireshark, Soap UI, HP-UX, RHEL OS, Cent OS*

**Software Developer** **(5/2013-1/2016):** Assisted in developing new systems and upgrading existing systems.

* Performed front-end development. Resolved technical issues. Maintained expertise in emerging technologies.
* Customized Infosys e-banking system; created development environment for streamlining module development. Reduced software customization costs.
* Redesigned collaboration system collecting improvement ideas from employees increasing employee satisfaction.

***Technologies Used:*** *Dart, Java, SQL, HTML, CSS, JavaScript, jQuery, Bootstrap, Polymer, Web Component, Tomcat, Jetty, MongoDB, Oracle, Eclipse IDE, Intellij IDEA, Putty, Git, Toad for Oracle, MongoVue, Jasper Reports, Windows, HP-UX, Ubuntu*

**PROFESSIONAL EXPERIENCE**

Please complete using the correct template as shown above for each position held.

**#1 (MOST RECENT POSITION)**

**COMPANY NAME:   
CITY/STATE:  
DATES EMPLOYED:   
COMPANY INFORMATION:**

**JOB TITLE:  
JOB DESCRIPTION:**

**RESPONSIBILITES AND IMPACT:**

**TECHNOLOGIES USED (in order):**

**#2**

**COMPANY NAME:   
CITY/STATE:  
DATES EMPLOYED:   
COMPANY INFORMATION:**

**JOB TITLE:  
JOB DESCRIPTION:**

**RESPONSIBILITES AND IMPACT:**

**TECHNOLOGIES USED (in order):**

**#3**

**COMPANY NAME:   
CITY/STATE:  
DATES EMPLOYED:   
COMPANY INFORMATION:**

**JOB TITLE:  
JOB DESCRIPTION:**

**RESPONSIBILITES AND IMPACT:**

**TECHNOLOGIES USED (in order):**

**Please add more employment experience using the above template if needed.**

**ACADEMIC PROJECTS INSTRUCTIONS**

**Detail any academic projects that support your career goals and target job title.**

* Focus on your role in the project and specify if it was on a team or individual
* Detail the nature of the project
* Key contributions you made to project completion
* Include technologies used to accomplish the assignment’s end goals

**ACADEMIC PROJECTS FORMAT**

**PROJECT TITLE:**

**SCHOOL:**

**PROJECT YEAR:**

**PROJECT DESCRIPTION:**

**TECHNOLOGIES USED (in order):**

**Example:**

**iShop eCommerce Application-MIU •2018**Worked with a team of three to design and develop a shopping web application capable of handling product Inventory, customer registration, and ordering. *Technologies Used: Java/J2EE. CSS, Spring Boot, Angular, Netflix Eureka, MySQL, Git, Maven, Ajax, JSON, JavaScript, JQuery, Restful Web Service, XML, Spring Tool Suite, Tomcat, Factory*

**ACADEMIC PROJECTS**

**#1 (MOST RECENT)**

**PROJECT TITLE:**

**SCHOOL:**

**PROJECT YEAR:**

**PROJECT DESCRIPTION:**

**TECHNOLOGIES USED (in order):**

**#2**

**PROJECT TITLE:**

**SCHOOL:**

**PROJECT YEAR:**

**PROJECT DESCRIPTION:**

**TECHNOLOGIES USED (in order):**

**#3**

**PROJECT TITLE:**

**SCHOOL:**

**PROJECT YEAR:**

**PROJECT DESCRIPTION:**

**TECHNOLOGIES USED (in order):**

**PERSONAL PROJECTS**

Please list personal projects here.

**EDUCATION**

**GRADUATE:**

*School Name / City, State / Date / Degree / Major / Expected completion date (on I-20)*

*Key Courses closely related to your objective*

**COLLEGE:**

*School Name / City, State / Date / Degree / Major*

*Key Courses closely related to your objective*

**PROFESSIONAL DEVELOPMENT & CERTIFICATIONS:**

**VOLUNTEER WORK:**