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Get started with your **Personal Profile**

Please be as detailed as possible. When writing about your professional experience, begin with the **most recent and most relevant experience**. Employers have limited time to review a resume; therefore resumes are designed with the most current and relevant experience first.

IMPORTANT! Email or fax two to five letters of recommendation or performance reviews with this form. This step is **ESSENTIAL** in producing a branded resume that creates value and gets you noticed.

When you invest in a resume program, we clarify any points necessary during an in-depth consultation. To ensure you receive an accurate quote, it is in your best interest to provide as much information as possible now. You do not have to worry about your writing skills, just provide the information! Thank you for your time.

PLEASE email this completed form to receive your personal quote.

Are You Ready For Your Next Big Gig?®



Your name:

Mailing address:

Home phone number:

Cell phone number:

Email address:

1. What specific position are you seeking? Give the job title and as much detail as possible.

2. Why do you want this job?

3. Employment History. What positions have you held? Provide information about each job and employer you have had, beginning with your present or last position. Include internships and volunteer work, if relevant.

Job Title:

Employer:

City and state/province:

From (month/year):

To (month/year):

What specific tasks did you accomplish in each position? Focus on tasks that support the job you're currently applying for:



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*** IMPORTANT! Specific Achievements ***

How did you contribute to the success of your company? For each job and each position, write at least three to five things you did that you are proud of – how did you increase productivity, profits, sales, etc.? Did you save your company money? If so, how? Use specific numbers or percentages for each achievement:

Number of personnel you supervised in each job:

Your role in any strategic initiatives and/or planning sessions:

Job Title:

Employer:

City and state/province:

From (month/year):

To (month/year):

What specific tasks did you accomplish in each position? Focus on tasks that support the job you're currently applying for:



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4. Education.

College/university/trade school name and address:

Degree(s) received, including grad school, date:

GPA:

Scholarships/awards:

Extracurricular activities:



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Major course work:

Additional Training Programs (company-sponsored, industry-specific, etc.):

5. Name three companies you would like to work for:

6. Elevator speech. On the way to a job interview with the ABC company, you step on the elevator with ABC's owner. You introduce yourself and he recognizes you, asking: "Why are you the very best candidate for this job?" Write your answer below.

7. List your three most marketable skills. What 3 skills make you better qualified than all other applicants? Recall your most successful moments. What skills did you use to achieve success? (Example skills: management, sales, technical writing, project management, etc.)

8. Additional questions.

a) List any hobbies or activities you enjoy, especially those related to the type of work you seek (foreign languages spoken or read, working with computers, outdoor sports, etc.):



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b) List any licenses or certifications you have (real estate license, insurance, etc.):

c) List any current or past memberships, chairmanships, elected positions, board of directors, etc., which may help your marketability:

d) List any volunteer or charity activities in which you participate and your role:

e) List your software and hardware skills (Examples: Word, Excel, SQL, C++, etc.):

f) Are you willing to relocate? ☐ Yes ☐ No

9. Why did you choose Opportunity Knocks™?

10. What other résumé services did you consider?

11. Where did you first learn about Opportunity Knocks™?

Thank you for taking the time to complete this personal profile. The work required ensures a comprehensive presentation. Remember to also email or fax two to five letters of recommendation or performance reviews with this form.