

## Questionnaire for Preparing a Résumé

Start building a résumé, preparing for writing cover letters, and answering interview questions by answering the following questions:

1. **State your name, current mailing address and the phone numbers, and email addresses where employers may contact you.** It is critical that your email address be professional and not cute. It is recommended that it be a first name or initial and last name at gmail or yahoo. Make sure the preferred phone is identified and will be answered if you receive a call..
2. **What is the purpose of your résumé (a position with a different employer, a position with the same employer, an internship, acceptance to an educational program)? What is your objective?**  
Your objective can be either specific like "To become the best fifth grade teacher at XYZ School" which is the position for which you are applying or it can be broad like "To fully engage upper elementary students in their learning in ways that help them become enthusiastic life-long learners." It can even have a couple of parts like: "To use my background and training to engage students, communicate with parents and administrators, and to involve students with the greater community in applying their learning."  
It is important to keep a current résumé on file at your current position to show what you have accomplished there, especially if you hope to be promoted.
3. **What specific position are you seeking?**  
This is not a broad category (what sort of job), but a specific job title. If you are looking for various possible jobs, you will need a different résumé for each. This can be part of your objective or right under it.
4. **What are your skills?**  
These are the capabilities that transfer from one position to another if you have had summer jobs, internships, or volunteered, you should be able to identify your transferable skills. Think about leadership skills you used.
5. **What positions have you held? For each position state (a) the dates you held the position, (b) the specific tasks you accomplished and (c) whether these tasks support the job you're currently seeking.**  
Use action verbs—in the past tense for past jobs! See the list of Action Verbs at the end of the questions.
6. **For each task or accomplishment, state what words best describe the work you did.** For example, use words like manage (instead of responsible for), develop, negotiate (instead of arrange), or conceptualize.
7. **List your education, with the most recent on top. From which school(s) did you receive your diploma(s) or certificate(s)**  
List highest level of education high school or GED)
8. **List any academic awards or honors.**
9. **Non-work experience you have should be listed. What volunteer work have you done?**

**Think about your references.** You will need a variety. Start compiling a list of people you know who would serve as your reference for work you have done, places you have volunteered, classes where you have done well, classrooms you have taught lessons in, or clubs where you've belonged. Call the person and get their permission and then have them tell you exactly how to spell their name (first and last) and the address, phone number, and e-mail you should use.

### ACTION VERBS

*Following is a list of words to use in your resume. For past jobs, use the verb in the past tense. Feel free to add your own favorites to this list.*

Creative skills	Communication skills	Technical skills	More Verbs for Accomplishments	Helping skills
acted	addressed	assembled	achieved	assessed
conceptualized	arbitrated	built	expanded	assisted
created	arranged	calculated	improved	clarified
designed	authored	computed	pioneered	coached
developed	corresponded	designed	reduced (losses)	counseled
directed	developed	devised	resolved (problems)	demonstrated
established	directed	engineered	restored	diagnosed
fashioned	drafted	fabricated	spearheaded	educated
founded	edited	maintained	transformed	expedited
illustrated	enlisted	operated		facilitated
instituted	formulated	overhauled		familiarized
integrated	influenced	programmed		guided
introduced	interpreted	remodeled		referred
invented	lectured	repair		rehabilitated
originated	mediated	solved		represented
performed	moderated	trained		
planned	motivated	upgraded		