



# TOP OF THE STACK RESUME

## RESUME REVIEW QUESTIONNAIRE

*\*\*Please complete this worksheet fully and to the best of your ability. I will rely on you to provide me clear, complete information in order to provide you a thorough resume review.*

*\*\*Please type your answers and save this document to your computer. When finished, email your completed document along with a current resume copy to [writer@topofthestackresume.com](mailto:writer@topofthestackresume.com).*

*\*\*As you complete this questionnaire, do not copy/paste from your resume. Try to include as much new information as possible.*

### **DIRECTIONS:**

Step 1 – Download and save this file to your computer.

Step 2 – Type in the fillable sections.

Step 3 – Save the completed version to an easy to find location on your computer.

Name:

Contact phone #:

Personal email:

LinkedIn URL:

**How did you hear about Top of the Stack Resume?** Please let us know if someone referred you, or how you found out about this company. Thank you.



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**Target Job Title (or Titles):** *What position are you targeting with your job search? Think of this in terms of function + career level. (For example, the function can be sales, marketing, outreach, analysis, operations, accounting... the career level can be assistant, coordinator, manager, director or executive.)*

Function (What do you do?):

Career level (Title):

Industry / Sector / Field:

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Career level (Title):

Industry / Sector / Field:

## Some questions to help get you started:

**How do you describe yourself professionally in a few sentences?**



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**What unique understanding/insights do you offer?**

**Co-workers always refer to me as the person who:**

**What are you best known for at work?**

## **Key Skill Sets**

Many companies are using resume scanning software to compare your resume against the key skill sets and necessary skills to be able to do the job target that you have identified.

**What technical skill sets do you have that meet those qualifications?**

**Please note: I am looking for one- and two-word keywords here. (Example: If your career target is meeting planner, then your technical skills include budgeting, speaker management, site selection, contracts, etc...)**



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## Licenses/Certifications/Awards

Do you have any relevant licenses, certifications, or awards? If yes, please list them here.

## Affiliations

Do you belong to any professional organizations? If they are relevant to your career target, list them here. Include organization name, city/state, years of involvement, and the specific nature of your involvement.

## Volunteering / Community Involvement

Have you been involved in any community organizations? Have you held a leadership or volunteering role there? List this information here.



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## Job-Specific Training

Have you taken any classes, workshops, seminars, webinars, or trainings? Have you achieved any certifications or attended industry conventions? List relevant training here.

## Employment Accomplishments

This is the most important part of this form!!! Tell me the top stories you would share if asked in an interview, "What are you most proud of at this employer?" Please do not copy and paste your resume here; I am requesting this information in addition to your existing document.



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## MOST RECENT JOB

Name of Company:

Title or Position:

Dates Employed:

**DO NOT WRITE IN THIS BOX – This is to help get you in the right mindset when answering the challenges below!**

**Challenge:** What challenge, issue, or problem were you faced with in this position?

**Action:** What steps did you take to solve it?

**Result:** This is the “so what?” of what you contributed to the company – by your actions or your actions within a team, how did the company or organization benefit? QUANTIFY results.

Challenge #1:

Action #1:

Result #1:

Challenge #2:

Action #2:

Result #2:

Challenge #3:

Action #3:



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Result #3:

## PREVIOUS JOB

Name of Company:

Title or Position:

Dates Employed:

**DO NOT WRITE IN THIS BOX – This is to help get you in the right mindset when answering the challenges below!**

**Challenge:** What challenge, issue, or problem were you faced with in this position?

**Action:** What steps did you take to solve it?

**Result:** This is the “so what?” of what you contributed to the company – by your actions or your actions within a team, how did the company or organization benefit? **QUANTIFY** results.

Challenge #1:

Action #1:

Result #1:

Challenge #2:

Action #2:

Result #2:



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Challenge #3:

Action #3:

Result #3:

## PREVIOUS JOB

Name of Company:

Title or Position:

Dates Employed:

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**Challenge:** What challenge, issue, or problem were you faced with in this position?

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Challenge #1:

Action #1:

Result #1:

Challenge #2:





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Action #2:

Result #2:

Challenge #3:

Action #3:

Result #3:

Thank you for taking the time to complete this worksheet. Once you have done so, please email the completed document, along with your current resume, to [writer@topofthestackresume.com](mailto:writer@topofthestackresume.com).