

Resume Creation and Update - Fact Find

Personal Details

Full Name (exactly as you would like it to appear on your resume)

Address

Email Address

Phone No.

LinkedIn Profile (LinkedIn.com/username)

How did you hear about us? Or who referred you to our services?

Resume Objective

What is the reason you are creating or updating your resume or cover letter?

Is there a specific position you are currently applying for?

Position:

Organisation:

Where Advertised (insert link if possible):

Application Submission Deadline:

If not applying for a specific position, please list preferred job titles and industries that you would like to target with this resume

1

2

3

What are your long term career goals?

Are you looking to make a career or industry change?

YES / NO

If yes, please describe what is motivating you to make this change

What would you consider to be your top personal strengths, or character attributes?

1
2
3
4
5

Employment History (include work experience and volunteer work)

Current or most recent employment

Position Title:

Organisation:

Location:

Dates (MM/YYYY - MM/YYYY):

Main duties/skill sets/responsibilities undertaken in this role (include anything that would be relevant to the role that you would like to be considered for)

Key achievements in this role (include details of awards, cost saving or safety initiatives, major projects/contracts etc. And try to include specifics such as \$ saved or % increases in efficiency)

Reference or Supervisor contact

Name:

Phone:

Previous Employment 1.

Position Title:

Organisation:

Location:

Dates (MM/YYYY - MM/YYYY):

Main duties/skill sets/responsibilities undertaken in this role (include anything that would be relevant to the role that you would like to be considered for)

Key achievements in this role (include details of awards, cost saving or safety initiatives, major projects/contracts etc. And try to include specifics such as \$ saved or % increases in efficiency)

Reference or Supervisor contact

Name:

Phone:

Previous Employment 2.

Position Title:

Organisation:

Location:

Dates (MM/YYYY - MM/YYYY):

Main duties/skill sets/responsibilities undertaken in this role (include anything that would be relevant to the role that you would like to be considered for)

Key achievements in this role (include details of awards, cost saving or safety initiatives, major projects/contracts etc. And try to include specifics such as \$ saved or % increases in efficiency)

Reference or Supervisor contact

Name:

Phone:

Previous Employment 3.

Position Title:

Organisation:

Location:

Dates (MM/YYYY - MM/YYYY):

Main duties/skill sets/responsibilities undertaken in this role (include anything that would be relevant to the role that you would like to be considered for)

Key achievements in this role (include details of awards, cost saving or safety initiatives, major projects/contracts etc. And try to include specifics such as \$ saved or % increases in efficiency)

Reference or Supervisor contact

Name:

Phone:

Previous Employment 4.

Position Title:

Organisation:

Location:

Dates (MM/YYYY - MM/YYYY):

Main duties/skill sets/responsibilities undertaken in this role (include anything that would be relevant to the role that you would like to be considered for)

Key achievements in this role (include details of awards, cost saving or safety initiatives, major projects/contracts etc. And try to include specifics such as \$ saved or % increases in efficiency)

Reference or Supervisor contact

Name:

Phone:

Education

Qualification:

Institution:

Date of attainment:

Qualification:

Institution:

Date of attainment:

Qualification:

Institution:

Date of attainment:

Qualification:

Institution:

Date of attainment:

Qualification:

Institution:

Date of attainment:

Industry relevant licenses/tickets/competencies e.g. driver's licenses, high risk work licenses, software or operating systems proficiencies, machinery operations, first aid etc.

Other Information

Relevant hobbies or interests (e.g. camping, if you were looking to work in an outdoor goods store)

Computer/technology skills or training and level of proficiency

Languages you are fluent in (written or verbal)

Notable personal achievements or awards

Non-profit or charitable institution affiliations

Professional affiliations or memberships

Committee positions held (e.g. Club Treasurer, P&C President etc.)

Citizenship/Residency status

**Once completed, please return to support@primeresumes.com.au
along with a copy of your current resume, if you have one.**

If you have any questions about any of the information asked for in the form, then please
let us know via the email address above.

And just a reminder, that your resume can ultimately only be as strong as the information
you provide us with. So before sending, please ensure that you've been as thorough as
possible, to ensure that we can then build a resume that truly demonstrates all that you
have to offer.