

ON-LINE RESUME PREPARATION / REVIEW PAGE QUESTIONNAIRE AND ASSESSMENT FORM

ANY COST ESTIMATE FOR RESUME CONSULTING SERVICES MAY NOT BE USED BY ANY INDIVIDUAL OR ENTITY FOR PURPOSES OF COMPETITION PURPOSES OR PRICE NEGOTIATIONS.

Please provide us with the following information and help us determine your needs so we can provide you with the most accurate price estimate. Please choose one or more of the following options below below.

1.

I require a more detailed and professional layout of my resume and a template of accompanying cover letter:

YES NO

I am enclosing additional new information (which is not presently included in my existing resume)

BY FILLING OUT THIS FORM
ALONG WITH MY EXISTING RESUME

I will send my existing resume by:

E-MAIL (cdci@sk.sympatico.ca)
FAX (306) 565 – 2810

I would like to have my resume formatted in the following formats:

RTF
MS WORD 97 – 2000
HTML
ADOBE ACROBAT 4.0
ALL OF THE ABOVE FORMATS

2.

I am applying for a specific job. I require a more detailed and professional layout of my resume and a cover letter to be adjusted to my resume. I am enclosing additional new information (which not presently included in my existing resume with my future job description and qualifications)

YES NO

Type of job you will be applying for, please enter your future job description / requirements here:

I am enclosing additional new information (which is not presently included in my existing resume):

BY FILLING OUT THIS FORM
ALONG WITH MY EXISTING RESUME

I will send my existing resume by:

E-MAIL (cdci@sk.sympatico.ca)
FAX (306) 565 – 2810

I would like to have my resume formatted in the following formats:

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ALL OF THE ABOVE FORMATS

3.

I do not have an existing resume. I require a professional resume and a template of accompanying cover letter.

YES NO

I am enclosing additional new information (which is not presently included in my existing resume):

BY FILLING OUT THIS FORM
ALONG WITH MY EXISTING RESUME

I will send my existing resume by:

E-MAIL (cdci@sk.sympatico.ca)
FAX (306) 565 – 2810

I would like to have my resume formatted in the following formats:

RTF
MS WORD 97 – 2000
HTML
ADOBE ACROBAT 4.0
ALL OF THE ABOVE FORMATS

4.

I do not have an existing resume and I am applying for a specific job. I require a professional resume and a cover letter to be adjusted to my resume.

YES NO

I am enclosing additional new information (which is not presently included in my existing resume):

BY FILLING OUT THIS FORM
ALONG WITH MY EXISTING RESUME

I will send my existing resume by:

E-MAIL (cdci@sk.sympatico.ca)
FAX (306) 565 – 2810

I would like to have my resume formatted in the following formats:

RTF
MS WORD 97 – 2000
HTML
ADOBE ACROBAT 4.0
ALL OF THE ABOVE FORMATS

Your name:

LAST _____
FIRST _____
MIDDLE _____

Your complete mailing address:

Your telephone number (including area code):

HOME _____
BUSINESS _____

How were you referred to Corporate Development Group Ltd.?

If you came across our form on the Internet please indicate below which search tool was used to find us:

Your employment history and professional experience

Please list every employment position you have held in the last ten years. For each position provide your job title, company (organization) you worked for including their address, your experience, area of expertise, duties and responsibilities and the date of employment. Start from the most recent.

Your present occupation (if you are presently employed)

Job Title _____
Company (organization) _____

Address of your present place of employment:

Duties and responsibilities:

Date started (month and year):

Your previous occupation (1)

Job Title _____
Company (organization) _____

Address of your previous place of employment (1):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (2)

Job Title _____

Company (organization) _____

Address of your previous place of employment (2):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (2)

Job Title _____

Company (organization) _____

Address of your previous place of employment (2):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (3)

Job Title _____

Company (organization) _____

Address of your previous place of employment (3):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (4)

Job Title _____

Company (organization) _____

Address of your previous place of employment (4):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (5)

Job Title _____

Company (organization) _____

Address of your previous place of employment (5):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (6)

Job Title _____

Company (organization) _____

Address of your previous place of employment (6):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (7)

Job Title _____

Company (organization) _____

Address of your previous place of employment (7):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (8)

Job Title _____

Company (organization) _____

Address of your previous place of employment (8):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (9)

Job Title _____

Company (organization) _____

Address of your previous place of employment (9):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Your previous occupation (10)

Job Title _____
Company (organization) _____

Address of your previous place of employment (10):

Duties and responsibilities:

Date started (month and year):

Date finished (month and year):

Please list your major professional awards and achievements. Please also include your special publications or nominations (if any).

(Example:
1997 - Professional Sales Award
1996 - Employee of the month Award
, e.t.c)

Details about your education. Please list educational institutions you have attended. For each entry please provide the name of Degree/Diploma/Certificate, the name of the educational institution and its address as well as the dates you started /completed your education. Start with the most recent.

Educational stage (1)

Your most recent Degree, Diploma or Certificate _____

Educational institution (organization) _____

Address of the institution (1):

Date started (month and year):

Date completed (month and year):

Educational stage (2)

Degree, Diploma or Certificate _____

Educational institution (organization) _____

Address of the institution (2):

Date started (month and year):

Date completed (month and year):

Educational stage (3)

Degree, Diploma or Certificate _____

Educational institution (organization) _____

Address of the institution (3):

Date started (month and year):

Date completed (month and year):

Educational stage (4)

Degree, Diploma or Certificate _____

Educational institution (organization) _____

Address of the institution (4):

Date started (month and year):

Date completed (month and year):

Educational stage (5)

Degree, Diploma or Certificate _____

Educational institution (organization) _____

Address of the institution (5):

Date started (month and year):

Date completed (month and year):

Additional professional courses / seminars and training. Please include any special courses and seminars you have attended and the date(s).

(Example: Professional Sales /customer service course, computer programming course, etc.)

Your community involvement, interests and activities. You may also indicate your membership in professional organizations.

(Example: 1991 - Present Member of Saskatchewan Teacher Federation (professional) / 1992 - 1997 Fund-raiser, Canadian Cancer Society (community), etc.)

Your professional / character references. Please include names, addresses and telephone numbers of at least two professional and one character references.

(Example: John Smith (Professional reference) /customer service representative/ IBM inc. 123 Any Street. Regina, Saskatchewan, S4P 1Y9. Tel. (306) 555 – 1212.)

Please describe your professional and character strengths, your knowledge, skills and abilities. If you were to apply for a job, tell us why do you believe your future employer should hire you and not other applicants.

(Example: I believe that I have the necessary knowledge, skills, abilities and qualifications. I am willing to learn new ideas and techniques in order to meet and exceed my employer's expectations, etc.)

The deadline for your cost estimate to be returned. Please indicate your deadline as follows:

(Example: JANUARY 1,1998/ 20:08/TIME ZONE, etc.)

Please provide us with any special instructions that may be relevant to this estimate.

How would you like to receive our response?

BY E-MAIL

PLEASE ENTER YOUR E-MAIL ADDRESS:

BY FAX

PLEASE ENTER YOUR FAX NUMBER:

If you have additional questions and would like to setup an appointment with us please visit our [on-line appointment form](#).

Conducting your job search on the Internet is one of the best ways of exploring job opportunities in your area of expertise. However, we suggest that you should always verify "bona fides" of the company where you submit your resume. We recommend to use our [ON-LINE JOB SEARCH PAGE](#).