Resume Questionnaire

What is your target position?

Who is your target employer? Govt? Private Sector? What qualities are you looking for in an employer?

What are your weaknesses?

What is your greatest fear in this process?

**Your Action Items:**

* Provide 5 measurable outcomes you have accomplished.
	+ Through Work, Volunteering, etc.
	+ What is considered measurable?
		- S.T.A.R.
			* **S**ituation
			* **T**ask
			* **A**ction
			* **R**esult
	+ Example of a measureable outcome:
		- Delivered process documentation project for administering absence management services (for 260K employees) in under 6 weeks in support of the overall payroll continuity business plan.
	+ Ensure volunteer work is included in your resume.
		- Depending on how much volunteer work you have done will determine how we can place it in the resume.
* LinkedIN: (Content can flow from Resume Branding work)
	+ Work on getting LinkedIn up to date
		- Activity Goal(s):
			* Read and like articles, and get active
				+ like 3-5 posts daily, post 2-3 comments daily – read things that you want to know about…top tips for job transitions, changing careers, etc)
	+ Work to get 3 (minimum) to 5 (preferably) Linked In recommendations; work professional relationships, volunteer relationships, etc.