Personal Information Name: Address: City, State: Phone: Email: Career field: Professional level: student, new grad, entry level, professional, executive **Work Experience:** Employer 1 Employer: Industry: Web address: City/State: Job title: Dates: **Duties and Accomplishments: Employer 2** Employer: Industry: Web address: City/State: Job title: Dates: Duties and Accomplishments:

Copyright © 202017 Ryan E. Yip, Ph.D. and ELN Coaching, all rights reserved.

Education:
School Name:
Dates:
City State:
Diploma/ Degree, Certifications, License:
Curriculum completed:
Special Training or Awards:
Why do you feel your current resume is not getting results?
Job titles you are applying for: Technical Skills pertinent to your job search: Software/social media, etc.:
Do you have concerns about your work history?

What would be your perfect job title and responsibilities?
If you had to name your top 4-6 qualifications for your perfect job what would they be?
What can you do well in your current position?
What makes you valuable to an employer?
In 10 words describe your personality traits.
Do you have a FaceBook or LinkedIn Account? Please request Ryan E Yip as a friend or request connection.