



Professional Solutions for Your Business Needs
White Rock Office Services

Virtual Administrative Assistants
South Surrey, B.C. Canada



Congratulations!

You are taking the right steps toward building a successful Résumé and Cover Letter today.

Just fill out this form & **email to: info@whiterockofficeservices.com**
or fax: 604.535.9946

Please call us if you have any questions: 604.531.9205

CONFIDENTIAL RÉSUMÉ CONSULTATION FORM

PERSONAL INFORMATION:

Name: (as you want it to appear in your resume)

Address:

City:

Postal Code:

Home Phone:

Cell Phone:

Work Telephone #(s):

E-mail address:

Linkedin URL:

PAYMENT INFORMATION

(PLEASE CHECK ONE OR CALL TO GIVE YOUR CREDIT CARD INFORMATION: 604 531 9205)

VISA **MASTERCARD**

FULL NAME ON CREDIT CARD:

CREDIT CARD NUMBER:

EXPIRATION DATE:

3 DIGIT CODE ON BACK:

CURRENT JOB OBJECTIVE: (position you are applying for/ desired position)

Name of the Position:

Part time Full time Casual On Call

Y= Yes / N=No

Is this a career change?

From what field to what field?

Link to job posting: (supply up to 3 in order of preference)

Responsibilities of the desired job:

Experience Required:

Briefly explain your experience in the field:

Skills Required:

Terms or key words specific to the industry or to the line of work

Why are you planning on changing jobs? (this will not go into the resume, it just helps when writing the résumé. It allows your resume consultant to know what to write and what not to write. Eg: You are quitting your present job because you don't like to work outside – (we will not write in the résumé that you are willing to work under all weather conditions)

EMPLOYMENT HISTORY: (at least 3 positions, most recent job first) we usually only go back 10 years unless the relevant work experience you have dates further back than 10 years. If you only work for one company for many years, list the different positions that you had throughout the years like as if they were different companies. It is fine if you only have one employment history experience

1. Company Name:

Location (City and Province only):

Position:

Date started:

Date left:

Duties:

Acquired Skills:

2. Company Name:

Location (City and Province only):

Position:

Date started:

Date left:

Duties:

Acquired Skills:

3. Company Name:

Location (City and Province only):

Position:

Date started:

Date left:

Duties:

Acquired Skills:

4. Company Name:

Location (City and Province only):

Position:

Date started:

Date left:

Duties:

Acquired Skills:

5. Company Name:

Location (City and Province only):

Position:

Date started:

Date left:

Duties:

Acquired Skills:

PROFESSIONAL AFFILIATIONS:

ACHIEVEMENTS: (list any achievements while employed in the previous positions. For example: How did you help to increase productivity? How did you improve customer relations? Did you make any improvements to office procedures, systems? Did sales volume increase as a result of your efforts and, if so, by how much? (%) Were you promoted rapidly? Did you improve employee morale by your attitude? Emphasis on performance, not personality.

AWARDS: (if applicable)

Name:

Date Received:

PUBLICATIONS: (if applicable)

LANGUAGES: (State degree of fluency and whether spoken or written or both)

COMPUTER SKILLS (PLEASE CHECK YOUR KNOWLEDGE LEVEL)

	BASIC	INTERM	ADV		BASIC	INTERM	ADV
WORD				MICROSOFT OUTLOOK			
EXCEL				OUTLOOK EXPRESS			
POWER POINT				SIMPLY ACCOUNTING			
INTERNET				QUICK BOOKS			

LIST ANY SOFTWARE RELEVANT TO THE POSITION SOUGHT

VOLUNTEER EXPERIENCE

Institution/place/ organization:

Date from: to:

Position

Institution/place/ organization

Date from: to:

Position

Institution/place/ organization

Date from: to:

Position

Institution/place/ organization

Date from: to:

Position

HOBBIES:

City: **Province/State:**

Dates attended: from **to**

Program:

Certificate:

6. Other

Name of Institution:

City: **Province/State:**

Dates attended: from **to**

Program:

Certificate:

7. Certificates:

Name of Institution:

City **Province/State**

Year Graduated **Program**

**8. JOB OBJECTIVE RELATED COURSES: (including courses taken in- house at the office/plant/
former job)**

Any other courses, workshops, certificates at any level of study that you consider are relevant to the position you are applying for.

COVER LETTER – If you need more than one cover letter please supply the same info for each cover letter

Name of the company you are applying for:

Name and position of the person you will be handing your resume to

Contact info, address, e-mail, or fax of the person or company above:

Is there a Job posting #, Job reference # etc? Please provide the exact name the company uses to refer to the job posting and the #

Are you willing to relocate?

Willing to work flexible hours?

Nightshift?

Weekends?

Do you want to get more training?

Anything else that you consider relevant for the new job even if it's not work related?

PERSONAL PROFILE:

Describe your strengths and weaknesses (for example jobs or duties that you would not like to do, we will never say anything negative in the résumé, we may just omit it or work around it)

REFERENCES:

Your résumé will say "Excellent Personal and Professional References Available Upon Request"; however as a complementary service to our clients, we like to create a reference page for our clients that should be taken to the interview and handed it at that time.

Include 3 references:

Name of the person

Company where they work

Position

Contact info: Phone or e-mail

If they no longer work just write "former" or "retired"

Name of the person

Company where they work

Position

Contact info: Phone or e-mail

If they no longer work just write "former" or "retired"

Name of the person

Company where they work

Position

Contact info: Phone or e-mail

If they no longer work just write "former" or "retired"

WE WOULD LIKE TO WELCOME YOU TO TAKE OUR INTERACTIVE JOB

INTERVIEW TRAINING PROGRAM!!

You'll have the perfect résumé, now land that dream job!

wow your perspective employer at the interview.

It will prepare you for even the most difficult Interviews

Yes, I would like to take the interactive training Program!

Don't hesitate to ask for more information

Great – you are done! Please refer to the email / fax information on the first page in order to send this information to the right place.