# 2024 CRC Career Workbook & Resume Application Survey

**Click “enable editing” in the yellow bar above and “Save As”**

YOUR FIRST NAME & LAST NAME 2024 CRC Resume Application

**Hover over a "Section" then Click the Black Arrow  on the right** to Expand or Collapse each section

## Personal Info, Education/Certifications

1. **Contact Information & demographic info:**

* Name:
* Street Address:
* City:
* State/Provence, Country:
* Zip/Postal Code:
* Cell Phone Number:
* Email Address:
* LinkedIn Profile URL:
* Date of birth:

1. **Undergraduate Education**

* Degree (AA,AS,BS,BA,BSA,etc.):
* Major:
* School Name:
* City, State:
* Date of graduation:
* Any Honors:

1. **Graduate Education, if applicable:**

* Degree:
* Major:
* School Name:
* City, State:
* Any Honors:
* Date of graduation:

1. **Post Graduate Education or Certificate/Diploma Program, if applicable:**

* Degree:
* Major:
* School Name:
* City, State:
* Any Honors:
* Date of graduation:

1. **Please describe any additional courses/training/self-development you have had** (it doesn't matter when it was completed; if none, leave blank).

**Your Answer:**

1. **Please add any certifications or professional licenses you have.** (if none, leave blank)

**Your Answer:**

1. **What foreign languages do you know fluently, and at what level of fluency?** (if none, leave blank) (levels of fluency could include Business fluency, native fluency, conversational fluency)

**Your Answer:**

## Career Objectives, Strengths and Skills

1. **Please list your job choices, in order of preference. You can list up to 3, and they don't necessarily have to be closely related**. I would like ideally like to see both the function (Operations/Biz Dev/Inside or Outside Sales/IT/Accounting/Finance, etc.) AND the level at which you are seeking (Representative/Manager/Director/VP/C-Level, etc.). **Give 1-3 specific job titles that you'll be using this resume to apply for.**

**1.**

**2.**

**3.**

1. **What are your top three priorities for this next position? Choose from the list below.**

|  |
| --- |
| **Job Priority** |
| **1.** |
| **2.** |
| **3.** |

* Location (including working remotely)
* Better/Right culture
* Prestige
* Work/life balance
* Career growth/career path
* Scope of responsibility
* Scope of impact
* Money
* Being able to influence more people
* Having a seat at the big kids table (having influence with the C-Suite)
* Other (please specify)

1. **Please list the size companies you would like to target in your search**. List your top three choices in order of preference, **using a range of annual revenues or number of employees.**

**1.**

**2.**

**3.**

1. **Do you have a preference for public companies or privately held?**

**Your Answer:**

1. **Are you specifically targeting an industry, or want to stay in your current or past industry?** **Or are you industry-neutral?** Please give as much detail as you think will be helpful in the creation of your new brand.

**Your Answer:**

1. If you choose or are forced to move outside of your current city, **which geographic locations would you be interested in, and why?** **Are you willing to work remotely?** If you have more than one city or country region, please list them in order of preference

**Your Answer:**

1. Now here's a touchy-feely question, but give it some thought, and don't be afraid to give me something completely out of left field**: If happiness was the national currency, what kind of work would MAKE YOU RICH?**

**Your Answer:**

1. **What one thing have you not done that you really want to do?** (Not just in your career, but your life.) This helps us get to know you better.

**Your Answer**:

1. For your first choice in a new position (from question #1), **please tell me the KEYWORDS OR PHRASES** (buzzwords) **for your target position or your target industry.** If you've had this position or worked in this industry for awhile, this might be easier to answer. If not, are their words that you see frequently on posted job descriptions for this position? Please list the ones you know of here. (If you don't know any, you can leave blank.)

**Your Answer:**

1. **What makes you a perfect candidate for your target role? What makes you attractive to someone that is looking to hire your target role?**

**Your Answer:**

1. **What was your total compensation for your current or most recent position?** Please break it down into base salary, commission if applicable, and variable compensation (annual bonus and/or long term incentive plans).

* **Base salary**:
* **Variable compensation** (quarterly or annual bonus at target):
* **Monthly commission** (if any):
* **Annual Stock/RSUs/Equity grant or options**:
* **Most recent W-2 total comp**:

1. **What are your salary expectations for this next position?** Please break it down into base salary, commission if applicable, and variable compensation (annual bonus and/or long term incentive plans).

* **Base salary**:
* **Variable compensation** (quarterly or annual bonus at target):
* **Monthly commission** (if any):
* **Annual Stock/RSUs/Equity grant or options**:

1. **If you had your career to do over again, what would you do differently?**

**Your Answer:**

1. **If YOU were to pick your greatest strengths - those things that you're best at AND that you enjoy doing - what would they be?** I'm looking for things that DEFINE YOU and set you apart from your competition.

**Your Answer:**

1. **What is your secret sauce for success?**

**Your Answer:**

1. **How do you want to be defined?**

**Your Answer:**

1. **Describe your leadership style:**

**Your Answer:**

1. **What skills do you enjoy using the most and want to highlight?** I want what's off the top of your head.

**Your Answer:**

1. **What are the skills/strengths you have used or been known for in the past that you 🚫 DO NOT 🚫 want to continue to do going forward?**

**Your Answer:**

1. Tell me some of the things that **set you apart from others in your field.** What are the things you know **you do differently than most people** (either in your position or in your industry)?

**Your Answer:**

1. **Do you have a motto that you live by? Is there something that you are heard saying commonly? A piece of advice that you share frequently?**

**Your Answer:**

1. **What do people say about you? What words, phrases or nicknames do other people use to describe you? What are you known for?**

**Your Answer:**

## Employment History: Current/Most Recent Role

1. **Your current or most recent job title and employer. If you have been with one employer for more than one role, please break out each role separately and answer all of the questions below for each role:**

* Job Title:
* Company Name:
* City, State:
* Dates Employed:
* Size Company ($ Annual Revenue if known):
* Products or Services Offered:
* Area Serviced (National, International, Regional, Local etc.):

1. **Describe your duties and the scope of your responsibilities,** i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while in this particular role at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. **In this job, what special things did you do to set yourself apart? How did you do the** **job better than anyone else did or than anyone else could have done?**

**Your Answer:**

1. **How did you take the initiative? How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews?** Did you consistently receive high ratings?

**Your Answer:**

1. **Any glowing quotes or comments you can think of from your employer or customers?** If you have LinkedIn recommendations you would like us to read, please paste them here.

**Your Answer:**

1. **Are there any notable examples of speaking engagements, publications you've produced, products you've developed, software applications you've written, patents?**

**Your Answer:**

## Key Experience Factors for Sect. 3

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies
43. If you have any additional achievements in this position that aren't listed above, or you need more room to describe any of the achievements, use the space below to fill me in. If you have any additional information regarding your experience for this employer that you haven't described previously, I'd love to hear it as well.

**Your Answer:**

## Employment History Continued: Prior Role

1. **Your prior role (even with same employer):**
   * Job Title:
   * Company Name:
   * Your Location (City, State / Remote):
   * Dates Employed in This Role:
   * Size Company ($ annual revenue if known, # of people at this time):
   * Products or Services Offered:
   * Area Serviced (National, International, Regional, Local etc.):
2. **Describe your duties and the scope of your responsibilities**, i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. In this job, **what special things did you do to set yourself apart?** How did you do the job better than anyone else did or than anyone else could have done?

**Your Answer:**

1. **How did you take the initiative?** **How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews? Did you consistently receive high ratings? Any glowing quotes you can use from former employers?**

**Your Answer:**

1. **What tangible evidence do you have of accomplishments** -- publications you've produced, products you've developed, software applications you've written?

**Your Answer:**

## Key Experience Factors for Sect. 5

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies

## Employment History Continued: Prior Role

1. **Your prior role (even with same employer):**
   * Job Title:
   * Company Name:
   * Your Location (City, State / Remote):
   * Dates Employed in This Role:
   * Size Company ($ annual revenue if known, # of people at this time):
   * Products or Services Offered:
   * Area Serviced (National, International, Regional, Local etc.):
2. **Describe your duties and the scope of your responsibilities**, i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. In this job, **what special things did you do to set yourself apart?** How did you do the job better than anyone else did or than anyone else could have done?

**Your Answer:**

1. **How did you take the initiative?** **How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews? Did you consistently receive high ratings? Any glowing quotes you can use from former employers?**

**Your Answer:**

1. **What tangible evidence do you have of accomplishments** -- publications you've produced, products you've developed, software applications you've written?

**Your Answer:**

## Key Experience Factors for Sect. 7

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies

## Employment History Continued: Prior Role

1. **Your prior role (even with same employer):**
   * Job Title:
   * Company Name:
   * Your Location (City, State / Remote):
   * Dates Employed in This Role:
   * Size Company ($ annual revenue if known, # of people at this time):
   * Products or Services Offered:
   * Area Serviced (National, International, Regional, Local etc.):
2. **Describe your duties and the scope of your responsibilities**, i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. In this job, **what special things did you do to set yourself apart?** How did you do the job better than anyone else did or than anyone else could have done?

**Your Answer:**

1. **How did you take the initiative?** **How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews? Did you consistently receive high ratings? Any glowing quotes you can use from former employers?**

**Your Answer:**

1. **What tangible evidence do you have of accomplishments** -- publications you've produced, products you've developed, software applications you've written?

**Your Answer:**

## Key Experience Factors for Sect. 9

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies

## Employment History Continued: Prior Role

1. **Your prior role (even with same employer):**
   * Job Title:
   * Company Name:
   * Your Location (City, State / Remote):
   * Dates Employed in This Role:
   * Size Company ($ annual revenue if known, # of people at this time):
   * Products or Services Offered:
   * Area Serviced (National, International, Regional, Local etc.):
2. **Describe your duties and the scope of your responsibilities**, i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. In this job, **what special things did you do to set yourself apart?** How did you do the job better than anyone else did or than anyone else could have done?

**Your Answer:**

1. **How did you take the initiative?** **How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews? Did you consistently receive high ratings? Any glowing quotes you can use from former employers?**

**Your Answer:**

1. **What tangible evidence do you have of accomplishments** -- publications you've produced, products you've developed, software applications you've written?

**Your Answer:**

## Key Experience Factors for Sect. 11

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies

## Employment History Continued: Prior Role

1. **Your prior role (even with same employer):**
   * Job Title:
   * Company Name:
   * Your Location (City, State / Remote):
   * Dates Employed in This Role:
   * Size Company ($ annual revenue if known, # of people at this time):
   * Products or Services Offered:
   * Area Serviced (National, International, Regional, Local etc.):
2. **Describe your duties and the scope of your responsibilities**, i.e. your level of authority, # of people supervised or led, $ amt. of budget, etc. The more SPECIFIC NUMBERS the better! Give me the highest amount of your responsibility while at this company.

**Your Answer:**

1. **Now provide a “highlight reel” of your accomplishments. Please provide a TOP 10 list of achievements you attained in this position.** (For jobs held earlier in your career, top 5 or as many as you can think of -- the more the better!) **For each, list the end result/impact the achievement had for your employer or the customer.** Add a quantifiable result whenever possible.

**Your Answer:**

1. **If you've won any awards or contests in this position, list them here and what they were for. Also include anything in particular that got you recognized or promoted.**

**Your Answer:**

1. **What are you most proud of in this job?**

**Your Answer:**

1. In this job, **what special things did you do to set yourself apart?** How did you do the job better than anyone else did or than anyone else could have done?

**Your Answer:**

1. **How did you take the initiative?** **How did you go above and beyond what was asked of you in your job description?**

**Your Answer:**

1. **What special things did you do to impress your boss so that you might be promoted?** And were you promoted? Rapid and/or frequent promotions can be especially noteworthy.

**Your Answer:**

1. **Is there material you can use from your annual performance reviews? Did you consistently receive high ratings? Any glowing quotes you can use from former employers?**

**Your Answer:**

1. **What tangible evidence do you have of accomplishments** -- publications you've produced, products you've developed, software applications you've written?

**Your Answer:**

## Key Experience Factors for Sect. 13

1. Below are 42 experience factors that many accomplished professionals possess.

**Please highlight any and all applicable experience factors for this specific position.**

Highlight the particular experience factors that you gained or performed during that time*. If more detail is warranted, please add that information after the highlighted experience factor.* We'll be reviewing these in our conversations together, so you just need enough information to remind yourself of the achievements.

**If you have included the experience in your written answers above for this position, *there is no need to duplicate it here.***

Employer:

Job Title:

Applicable Years:

1. Built loyal or self-sustaining teams
2. Built strong strategic alliances or joint ventures
3. Chaired civic or social organizations
4. Closed (or enabled) B2B and B2C sales/revenue
5. Conducted major seminars and conferences
6. Consulting firm experience
7. Designed new or efficient systems
8. Developed strategic alliances or joint venture partnerships
9. Emerging technology experience
10. Entrepreneurial experience
11. Established cost controls
12. Established enterprise-wide practices, procedures, or policies
13. Experienced with regulatory agencies
14. Experience in a rapidly-growing environment
15. Experience in a Startup Environment
16. Global/international experience
17. Helped clients/customers grow revenues or cut costs
18. Launched a new product line, operations, business area, or overall business
19. Led a large downsizing/reduction in force
20. Led major expansion
21. Led remote teams
22. Managed/renegotiated vendor relationships
23. Managed change
24. Managed complex/cross-functional/matrixed operations
25. Managed succession planning
26. Mergers or acquisitions/ M&A Experience
27. Minimized liability exposure or minimized/prevented litigation
28. Mitigated Risk
29. Opened new markets
30. Opened new sites, branches, or plants
31. Organizational Restructuring
32. Outsourcing experience
33. Procured major funds, grants, or raised capital
34. Saved or turned around an unhappy customer
35. Served on civic boards, corporate boards, or non-profit boards
36. Skilled in crisis management
37. Sold off undesirable properties
38. Streamlined processes
39. Succeeded where others failed
40. Supply chain experience
41. Turned around underperforming operations
42. Worked with or presented to Private Equity or Venture Capital companies

## Congratulations!!! – You’ve Done It!

1. **If there is anything else you can think of that you and I haven't covered** in this application, and you want to make sure I include - **anything at all that I need to know in order to effectively "tell your story" - describe it below.**

**Your Answer:   
  
  
Thank you for all of your hard work on this document! This is not only a great foundation for your new personal brand, but it’s also great study material before an important interview. This is a catch-all document that you can refer back to for the rest of your career. I know you gave this many hours of dedication, and you will thank yourself for years to come. Great job!**