

**1. Contact Info**

Full Name:  Time zone (*Japan, PST, ET, etc.*):   
Email:  Times generally available:   
Phone:  Available via FaceTime/Skype?:

**2. Resume Services**

Resume Services you are seeking (mark all that apply):

Professional Resume       Cover Letter       LinkedIn Profile  
 Federal Resume (USAJobs.gov)       Proofing Service Only       Consultation Session

Deadline for completion (when do you need documents/services? Mark one)

Flexible/Long-term       Fixed/Specific Date       Rush Service (<1-2 weeks):

Specify timeline/date needed if applicable:

*\*Based on project & availability*

**3. Job Objective**

Title or position(s) you are seeking:   
Industry(ies) (ex: *healthcare, security, education*):   
Job search region(s) (specify base, country, state, etc.):   
Position type (*civilian or federal*):   
Are you changing career fields? If yes, explain:

**4. Job History**

Do you have an existing resume?  Approximate years of work experience:   
Most recent positions held (last 5-10 yrs):   
What is your motivation for current job search? (*i.e., relocation, military separation, pay increase, career transition, etc.*)

**5. Education/Training**

Degrees (H.S. or above), certifications, licenses, etc:

**6. Military Only (Active/Retired/Veteran)**

List: **Branch + Title + Rank/Rate + Start & End Dates:**   
**Occupational Job Code** (*MOS/AFSC/AOC/Rating/Designation*):

**7. Federal Job Seekers Only**

Job title(s) or series of interest (ex: *Supply/Logistics, 1910, 2005 etc.*):   
Grade level(s) of interest (ex: *GS-11 or GS 06-09*):   
If current Federal employee, list job series & grade (ex: *GS-2005-07*)

**8. Additional Information**

Additional Comments:   
Specific position of interest? If yes, paste link or specify:   
How did you hear about The Polished Professional?