

Client Resume Consultation Pre-Work Assignment

Instructions: Answer the questions below and submit completed form to Kimberly Benjamin at Kbenja3317@aol.com or P.O. Box 4373 Southfield, MI 48037 no later than **5 days before** scheduled personal consultation.

Your Name:

E-mail Address:

Current Address:

Phone Number:

Education:

School Name:

Dates attended:

Date graduated:

Name of Degree received:

Work Experience (provide information for the last 7 jobs you've had- MOST RECENT FIRST)

Job 1 Company Name:

Your Title:

Start date mm/dd/yy:

End date mm/dd/yy:

Major Accomplishment Received:

Job 2 Company Name:

Your Title:

Start date mm/dd/yy:

End date mm/dd/yy:

Major Accomplishment Received:

Job 3 Company Name:

Your Title:

Start date mm/dd/yy:

End date mm/dd/yy:

Major Accomplishment Received:

Job 4 Company Name:

Your Title:

Start date mm/dd/yy:

End date mm/dd/yy:

Major Accomplishment Received:

Job 5 Company Name:
Your Title:
Start date mm/dd/yy:
End date mm/dd/yy:
Major Accomplishment Received:

Job 6 Company Name:
Your Title:
Start date mm/dd/yy:
End date mm/dd/yy:
Major Accomplishment Received:

Job 7 Company Name:
Your Title:
Start date mm/dd/yy:
End date mm/dd/yy:
Major Accomplishment Received:

Software

Please list the names of each software program you are familiar with

Training Classes Completed

Please list title of training course AND date completed mm/yy

Certificates Received:

Please list title of certificates AND date received mm/yy

Certifications Received:

Please list title of certifications AND date received mm/yy

Licenses Received:

Please list title of license AND date received mm/dd/yy

Membership:

Please list names of current or previous organizations that had membership from mm/dd/yy to mm/dd/yy

Community Involvement:

Please list name of organization/programs you volunteered date received mm/yy

Honors Received

Please list title of honors AND date received mm/yy

Awards Received

Please list title of awards AND date received mm/yy