

**Please Read This  
Page Before  
Completing The  
Package:**

- ✓ **Please return this entire QUESTIONNAIRE with all captions completed to Joseph Fodera, P.O. Box 1505, Clifton Park, NY 12065.**
- ✓ **To expedite, fax the QUESTIONNAIRE to 806-993-4534 or, email to DetJoeF@aol.com**
- ✓ **All sections of the QUESTIONNAIRE must be completed**
- ✓ **If you do not have anything to place in a specific section, write “I Have Nothing to Report!”**
- ✓ **Please write neatly and legibly.**
- ✓ **Make sure names of people, places, schools, and businesses are spelled correctly.**
- ✓ **We are not responsible for Misspellings and wrong information that You have supplied.**
- ✓ **Resume creation will start the day the resume QUESTIONNAIRE is received at our office.**
- ✓ **Make sure you provide call-back telephone numbers for quickest correspondence.**

**Your Completed Resume Package  
Will Contain The Following:**

- **A cd containing your resume in both Word and pdf formats (Word format allows for easy editing by you in the future, and pdf format allows for secure emailing of your resume)**
- **3 printed copies of your resume on premium resume letterhead**
- **2 Sample Cover Letters printed on fine business paper and on cd in word format for easy editing**
- **Our resume writing tips sheet**
- **An invoice for tax purposes (Resume writing services can be tax deductible, check with your tax professional)**
- **A copy of our Resume Questionnaire and Resume Service Flyers for your friends and associates**

**Please accept my payment for a Professional Resume Package  
as detailed below:**

I have enclosed a check or money order in the amount of \$ \_\_\_\_\_ as  
payment for the resume package.

Please make all checks or money orders payable to Joseph Fodera

The following credit cards are also accepted  
(American Express; VISA, Mastercard or Discover)

Type of card: AMEX \_\_\_\_ VISA \_\_\_\_ Mastercard \_\_\_\_ Discover \_\_\_\_\_

Name exactly as it appears on Card:

\_\_\_\_\_

Card Number:

\_\_\_\_\_

Mailing Address for card statement:

\_\_\_\_\_

\_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: (3 digits on back of  
Visa, MC or Discover; 4 digits on front of AmEx Card: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Your resume package will include an invoice for the amount paid, as well as  
a receipt for credit card charge, if applicable.

No checks or money orders will be deposited until after you have received  
your resume package and are satisfied with the end product.

Customer Satisfaction is our Number One Goal !!

# Questionnaire (PLEASE Print Legibly)

## PEDIGREE DATA

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Male or Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address (or mailing address) \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Your website or homepage: \_\_\_\_\_

### ATTENTION:

How do we, at Resumes by Joe, contact you in a hurry? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# OBJECTIVES

I need this resume for/to \_(You may list more than one objective) \_\_\_\_\_

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Examples:     *I am attempting to apply for a position as a security manager*  
                  *I need this resume to apply for a loss prevention position (supervisor, officer)*  
                  *I am applying for a transfer to the narcotics division*  
                  *I am applying to a corporation (or celebrity) as a personal bodyguard*  
                  *My objective is to obtain an investigative position in a law enforcement agency*

# EMPLOYMENT EXPERIENCE

## Most Recent

Date(s):   From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

Name of Employer (Department/Agency/Company, Etc...)

\_\_\_\_\_

Address of Place of Employment \_\_\_\_\_

\_\_\_\_\_

Subdivision/Unit/Bureau \_\_\_\_\_

Title/Position \_\_\_\_\_

Description of Duties, Responsibilities and Achievements \_\_\_\_\_

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**How did you make the place you worked better?**

Decreased Spending \_\_\_\_\_

Increased efficiency \_\_\_\_\_

Created better client communications \_\_\_\_\_

**Other accomplishments** \_\_\_\_\_

Was your department, subdivision, or unit recognized for any achievement?

If yes, explain \_\_\_\_\_

**Next Recent**

**Date(s):** From *(month/year)* \_\_\_\_\_ to *(month/year)* \_\_\_\_\_

Name of Employer (Department/Agency/Company)

\_\_\_\_\_

Address of Place of Employment \_\_\_\_\_

\_\_\_\_\_

Subdivision/Unit/Bureau

\_\_\_\_\_

Title \_\_\_\_\_

Description of Duties, Responsibilities and Achievements \_\_\_\_\_

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**\* For additional employment you wish to list, attach pages or photo copy this page and complete it.**

# **EDUCATION**

(College, High School, Vocational School, Training Schools, Internships, etc...)

## **Highest Level Achieved**

**Institution** \_\_\_\_\_

**City and State of Institution** \_\_\_\_\_

**Dates attended** \_\_\_\_\_

**Degree or Diploma** \_\_\_\_\_

**Major** \_\_\_\_\_

**Minor** \_\_\_\_\_

**Achievements** \_\_\_\_\_

## **Next Highest**

**Institution** \_\_\_\_\_

**City and State of Institution** \_\_\_\_\_

**Dates attended** \_\_\_\_\_

**Degree or Diploma** \_\_\_\_\_

**Major** \_\_\_\_\_

**Minor** \_\_\_\_\_

**Achievements** \_\_\_\_\_

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**Dates attended** \_\_\_\_\_

**Degree or Diploma** \_\_\_\_\_

**Major** \_\_\_\_\_

**Minor** \_\_\_\_\_

**Achievements** \_\_\_\_\_

**\* For additional institutions, use rear of this page**

**TRAINING RECEIVED**

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## **SKILLS**

### **Presenting Skills/Experience: (Public Speeches, lectures, etc..)**

(This is an important skill today in the private sector)

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**Related Skills:**

<u>Skill/Ability</u>	<u>Proficiency Level</u>	<u>Equipment (if applicable)</u>
Photography	_____	_____
Video	_____	_____
Community/Public Relations	_____	_____
Certified Instructor	_____	_____
General Topics Instructor	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Computer Skills:**

- Software Applications \_\_\_\_\_
- Operating Systems \_\_\_\_\_
- Programming Languages \_\_\_\_\_
- Hardware \_\_\_\_\_
- Networking \_\_\_\_\_
- Internet Related \_\_\_\_\_
- Specialized Systems \_\_\_\_\_

**Any Other Skills**

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**Please list Additional/Information or Information not previously listed on this page. Feel free to attach pages if necessary.**