

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 Law Enforcement 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 Law Enforcement Resumes, contact you in a hurry? _____

OBJECTIVES

How did you make the department/community/place you worked better?

Decreased Crime _____

Increased efficiency _____

Created better community relations _____

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)

Address of Place of Employment _____

Subdivision/Unit/Bureau

Title _____

Description of Duties, Responsibilities and Achievements _____

How did you make the department/community/place you worked better?

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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 _____

Next Highest

Institution _____

City and State of Institution _____

Dates attended _____

Degree or Diploma _____

Major _____

Minor _____

Achievements _____

* For additional institutions, use rear of this page

TRAINING RECEIVED

AWARDS RECEIVED

CERTIFICATIONS

MEMBERSHIPS

VOLUNTEERING/CHARITY WORK

COMMUNITY SERVICE

SKILLS

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

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

Law Enforcement Related Skills:

<u>Skill/Ability</u>	<u>Proficiency Level</u>	<u>Equipment (if applicable)</u>
Photography	<hr/>	<hr/>
Video	<hr/>	<hr/>
Physical Surveillance	<hr/>	<hr/>
Electronic Surveillance	<hr/>	<hr/>

Wiretapping _____
Bugging _____
Undercover operations _____
Community/Public Relations _____
Certified Police Instructor _____
General Topics Instructor _____
Interview _____
Interrogation _____
Telephone Switchboard _____
Command Center _____

Computer Skills:

Software Applications _____
Operating Systems _____
Programming Languages _____
Hardware _____
Networking _____
Internet Related _____
Specialized Systems _____

Any Other Skills

OTHER INFORMATION

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