



CONSULTING INC. A Management Consulting Firm

"Business and Financial Results with Integrity, Personalized Service and Innovative Solutions"

Biographical Profile

Name _____
 Address _____
 Telephone# _____
 How long have you lived at this address? _____

Please describe you educational background:

Level	Name & Location	Major Areas of Study	Dates From/To	Diploma or Degree	Grade Average
High School					
College					
Grad School					
Other					

What was the most memorable (favorite) activity during your school/college years?

What experience has contributed most to your development?

What specific experience, knowledge, skills (work and non-work related) do you have?

Did you serve in the military? If so, please cite the branch, dates and specialized areas as well as special training or recognition you may have received.

What organizations do you belong to (business/professional, civic, social, fraternal)? Please be complete and indicate any offices/responsibilities:

Describe how you see yourself (strengths, shortcomings, personality):

How would the following people describe you?

Bosses

Peers

Subordinates

Likes and Dislikes

What activities do you like to pursue outside of work?

Are there any subjects that you have developed an interest in as an adult? What subjects hold particular interest for you?

During the past year, which work-related activities did you like the best?

In reviewing your past work history, when and where did you find the greatest satisfaction, interest, or fulfillment?

List any business, professional or topical periodicals you read on a regular basis.

Tell us about superiors you liked/disliked (desirable personality, methods, and attitudes):

Career Considerations

The questions on the following pages will allow you to explore your areas of interests, talents, values, personal style and accomplishments. It can be used to help you see yourself more objectively. Then, you will be able to develop effective presentation materials and a successful career search.

Are you satisfied with your career to date? Yes___ No___

Explain the factors you are taking into consideration:

State two or three factors that have been influential in your career advancement/satisfaction.

In what ways would you particularly like us to assist you?

Are there family or personal factors that are especially significant in setting your career goals or developing your career search plan?

What immediate concerns would you like to resolve that you feel would help you move ahead with your career?

Additional Considerations

Money and lifestyle goals.

What were your total earnings last year?

What is the maximum income you have ever earned?

What are your earned income objectives for five years from now?

What are your ambitions regarding future lifestyle and life accomplishments?

Have you ever been in business for yourself?

Are you considering self-employment as an option?

What type?

For what reasons?

What factors are important to you in an ideal environment?

How do your family commitments influence your objectives?

What other value considerations enter into your choice of future work?

What additional talents, interests, qualifications, or concerns do you have?

Employment History

Beginning with your most recent position, please outline your work history, giving job title, organization, location, dates of employment and a statement of your major responsibilities. Break down long-term service with one company into meaningful intervals.

If your resume is current, you may attach it instead.

1. Job Title: From: To:

Organization:

Salary/Compensation:

Location:

Statement of Major Responsibilities:

2. Job Title: From: To:

Organization:

Salary/Compensation:

Location:

Statement of Major Responsibilities:

3. Job Title: From: To:

Organization:

Salary/Compensation:

Location:

Statement of Major Responsibilities:

A Checklist to Help Job Your Memory about Your Accomplishments

Have you:

Accomplished more with the same/fewer resources? (How? Results?)

Received award (s), special recognition, etc. (What? Why?)

Increased efficiency? (How? Results?)

Solved difficult problem (s) (How? Results?)

Accomplished something for the first time? (What? Result?)

Developed, created designed or invented something? (What? Why important?)

Prepared original papers, reports, articles? (What? Why important?)

Managed work group, department? (Who? How many? Results?)

Saved the company money? (How? How much?)

Supervised, managed or trained employees? (Where? How many? Results?)

Increased sales? (How? By how much?)

Been promoted or upgraded? (When? Why important?)

Increased production or upgraded? (When? Why important?)

Identified problem (s) others did not see? (What? Results?)

Developed or implemented a new system or procedure? (What? Benefit?)

Reduced downtime? (How? How much? Result?)

Established safety record? (What? Result?)

Managed budget? (How much? Result?)

Repaired equipment? (Which? Result?)

Met company standards under unusual/difficult circumstances (What? How?)

Describe Your Accomplishments

For each accomplishment, describe:

Challenge:

What you needed to do, why you needed to do it, and the type of difficulties you confronted.

Actions:

What you did – use active verbs (such as “saved”, or “redirected”)

Results

What you obtained – use quantifiable or measurable terms (i.e. dollars saved or earned, percentage improvement)