



Requested Documents for Assistance

(Documents are requested, NOT REQUIRED. Documents will be returned if requested)

Ways to Provide Documents

1. Meet a CCE Team member
2. Email documents to Clarkscareerenhancements@gmail.com
3. Mail documents and \$5 money order
(\$5 will be used to mail documents back to you)
Address: Clarks Career Enhancements LLC P.O. Box 6831 Warner Robins, GA 31095-6831

Resume Creation Assistance

1. If you have **PRIVATE SECTOR experience**, if available, provide old resumes, job announcements/vacancies, job/duty descriptions for positions held, appraisals, evaluations, education information, related training, certificates, quantitative data, etc.
2. If you have **FEDERAL experience**, in addition to the documents listed above in #A, if available, please provide core documents for jobs you've held, core docs for position in which you'd like to apply, career briefs, feedbacks, awards, award nominations, etc.
3. If you have **MILITARY experience**, if available, please provide your evaluations (EPR/OPRs, etc) DD 214, vMet (Virtual Military Education & Training), feedbacks, training, decorations/medals information, awards, etc.
4. If you have **COMBINATION EXPERIENCE** from A, B, and/or C, please provide all documents you have available.

Resume Review Assistance:

Provide most recent resume and the type of job you're pursuing.

Cover Letter Assistance

1. Provide most recent resume
2. Provide the job announcement/vacancy you're seeking employment for

Post-Interview Thank You Letter Assistance

1. Provide what type of interview you had: phone or in person
2. Provide most recent resume
3. Provide the job announcement/vacancy for the position that you interviewed for

USA Jobs, Linked In, Indeed, Monster, etc. Assistance

1. Email which career development website(s) you're interested in
2. Email what service(s) you'd like accomplished within the career development website
3. Dependent upon what service you'd like, your most recent resume may be needed

Any questions, concerns, and/or to schedule your consultation for services, please contact the following:

Phone: (478) 442-1831 **Email:** clarkscareerenhancements@gmail.com **Website:** www.CCEassist.com



CCE RESUME QUESTIONNAIRE

*****DON'T COMPLETE THIS FORM IF YOU HAVE THE FOLLOWING EXPERIENCE ALONG WITH THE DOCUMENTS:**

- 1. Federal experience: Career Brief and Core Documents**
- 2. Private Sector experience: Old resume w/ important details from each position**
- 3. Military experience: EPRS/OPRS**

1. Last, First Name:
2. Phone #:
3. Email:
4. Would you like your documents returned that you provide to create your resume?
5. If there are any positions you'd like your resume tailored towards, please list 1-2 of them:
 - a.
 - b.
6. Do you have any special recognition or awards?
7. Do you have any computer skills including hardware, software, operating systems, etc?
8. What are your strengths?
9. What are your achievements? (accomplishments in the workplace)
10. Do you have any degrees? If yes, do you have any transcripts? (please provide) If no transcripts, answer the info below.
 - a. College/University Name:
 - b. City/State
 - c. Major –
 - d. Degree -
 - e. Year –

- f. GPA –
- g. Honors

- h. College/University Name
- i. City/State
- j. Major
- k. Degree
- l. Year
- m. GPA
- n. Honors

11. Do you have any certifications? If yes, do you have a diploma or certificate of completion for it? If no, answer the questions below.

- a. College/University Name
- b. City/State
- c. What is your certification for?
- d. Year

12. Do you have any relevant training or coursework? If yes, what? What are the dates?

13. If military: (If available, please provide EPRs/OPRs, DD214, vMET. If these documents aren't available, please fill out the information on the Work Experience section.)

- a. Last rank achieved?
- b. Branch?
- c. Beginning and ending date of military service?
- d. Years of Service?
- e. Positions/titles held? (MOS, AFSC)
- f. Beginning and ending dates for each position (month/yr)?
- g. Unit/organization for each position?
- h. Address for each unit/base?
- i. City/state and/or base for each position?
- j. What are some of your key accomplishments in each position?
- k. Honorable Discharged?
- l. Did you retire or separate?
- m. # of people you supervise(d)?

14. If federal: (If available, please provide core documents and career brief. If these documents aren't available, please fill out the information in the Work Experience section w/ the information below)

- a. Base for each position?
- b. Unit/organization for each position?
- c. Current series/title/dates?
- d. Previous series/title/dates?

- e. What are some of your key accomplishments in each position?
- f. # of people you supervise(d)?
- g. What training have you had?

WORK EXPERIENCE

When filling out the information below, consider some of these points: "How has each company benefited from hiring you? Examples: increased inspection ratings, sales, etc by what percentage/amount? Did you save the company money? If so, how much and how? Did you manage a budget and how much? Did you take on additional duties that weren't part of your job? Did you introduce or improve techniques/strategies?"

Name of company

Address of company:

City/State:

Dates of Employment:

Your title or position:

of people you supervise(d):

What is it that you do, make, or sell?

Describe your responsibilities, duties, level of authority, etc.:

Describe 3-5 accomplishments:

Name of company:

Address of company:

City/State:

Dates of Employment:

Your title or position:

of people you supervise(d):

What is it that you do, make, or sell?

Describe your responsibilities, duties, level of authority, etc.

Describe 3-5 accomplishments:

WORK EXPERIENCE cont.

Name of company:

Address of company:

City/State:

Dates of Employment:

Your title or position:

of people you supervise(d):

What is it that you do, make, or sell?

Describe your responsibilities, duties, level of authority, etc.

Describe 3-5 accomplishments:

Name of company:

Address of company:

City/State:

Dates of Employment:

Your title or position:

of people you supervise(d):

What is it that you do, make, or sell?

Describe your responsibilities, duties, level of authority, etc.

Describe 3-5 accomplishments: