|  |  |
| --- | --- |
| Picture |  *Client Intake Form* |

## Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Last | First | M.I. |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Cell Phone: |  | Alternate Phone: |  |

|  |  |
| --- | --- |
| Email |  |

##  Current Job Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Employer: |  |
| Years Employed: |  | Business Type: |  |
| Work Location: |  | Job Duties: |  |

## Education or Professional Training

|  |  |  |  |
| --- | --- | --- | --- |
| College Name: |  | Degree Earned Year Completed: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Vocational | Other: |  | Certificate/Year:  |  |
| University Name |  | Degree/Year:  |   |

## Professional Certifications Held or Memberships

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Name: |  | Year Earned/Certificate Title |  |

## Questionnaire Information

|  |  |  |  |
| --- | --- | --- | --- |
| It’s a 4/7 day turnaround time for document is this ok?  |  If, No A $25 Fee Rush- | Who referred you?/How did you find us: |  |

Have you taken any personality or interest inventory assessment? If yes, which ones.

## Career Goals and Accomplishments

Interested in Résumé Writing | Resignation Letter $25 | Reference Sheet $40 |Job Search Aid $65 | LinkedIn Profile $129 Cover Letter $40 | Resume Customized $55 | Interview Preparation $115 | Job Selection) ASCII $20 Secondary $40

|  |
| --- |
|  |

Traditional/Original ATS Friendly Keyword Rich Resume\*Online Applications to Apply\*Rank High in Selection Proces

ASCII-PLAIN TEXT\* Unformatted/NoEnhancements\* Copy and Paste in Emails for Jobs \*Online apply with Text Box

Secondary\*Personal Marketing Document-Customized & Designed to be Excited Attention Grabber to Show Success

***JOB FAIRS\* EMAIL A PERSON PFD\* POST ONLINE JOB SITES\* INFORMATIONAL MEETING OR INTERVIEW***

The reason you are leaving your current position or previous (be as specific as possible):

|  |
| --- |
|   |

How do you plan on conducting your job search? Will your job search be statewide or local only?

|  |
| --- |
|  |

What is your short/long-term career goal? (be as specific as possible):

|  |
| --- |
|  |

**What specific career/job titles are you considering and what is your current/recent salary expectations**?

|  |
| --- |
|  |

**What specific companies would you like to work for now or in the future**?

|  |
| --- |
|  |

Do you have a LinkedIn profile? If so, is it updated and completed for your search, if not we can create/update it?

|  |
| --- |
|  |

What are your top 3 (Skills) you can offer in the field that you are interested in? What software/program skills do you use?

|  |
| --- |
|  |

What is the primary goal you would like to address during your career/job selection session? Only for Coaching Clients\*

|  |
| --- |
|  |

Are you proficient in MS Office Suite or can use more training in that area. It’s a well-needed skill in Today’s Market!

|  |
| --- |
| ***DVD $15 ULTIMATE OFFICE 2010 TRAINING DVD- WORD,EXCEL, ACCESS, OUTLOOK, POWERPOINT******OFFERS 7 COURSES \* 45 HOURS OF TRAINING \*230 VIDEOS TUTORIALS~ Windows XP, Vista, 7*** |

On a scale of 1-10, what is your comfort skill level with computers and emailing as it is part of the service process?

Low\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_High write number here.\_\_

 0 1 2 3 4 5 6 7 8 9 10

***DISCLOSURE\**** Do you agree to have Branding Resumes use your résumé or cover letter, as a form of advertisement to display on social sites as a marketing tool or to showcase as samples of our work: Note your personal information will not be included we will alter those details for protection of your privacy as that is apart of our Company Values.” Respect our client’s information to integrity.”[x]  Aware resume will be created based on recent resume, cover letter, and consultation and you must customize and tailor your resume for each job for best results.