

2011 Career Profile Update
(Copy and paste this form for each of your jobs.)

Your Name:

Street Address:

City, State, Postal Code:

Phone:

Email:

LinkedIn URL:

Most Recent Employer:

City/State:

Job Title:

Starting and Ending Dates:

1. Provide a business description of your current employer. What products and services does it provide? Is it a start-up, a turnaround, a high-growth organization, a major US corporation or a leading multinational organization? What are the annual revenues? How many employees? How many operating locations? Market presence in how many countries on what continents?
2. Provide a listing of all responsibilities, activities, projects, programs, operations, departments, divisions and organizations under your direct responsibility.
3. Do you have hiring, training and supervisory responsibility? For how many employees and at what levels? Direct or indirect reports? What are their specific job functions? Please provide details.
4. What have you done at your current job that helped your employer make money, save money, or become more efficient and productive? Include quantifiable numbers in either dollar signs or percentages:
5. List conferences attended. Include workshop titles, dates, city, and name of sponsoring organization. Remember to save the certificates of attendance.
6. List any certificates, licenses, or degrees earned. If these credentials are in progress, you can list the name of the educational institution, the name of the credential you'll receive and approximate date of completion.
7. Include awards or honors you've received.
8. List new computer skills learned. Be sure to include the names of any proprietary software used in your industry.
9. Additional accomplishments: List the names of any major accounts you landed, customer service satisfaction ratings, mergers & acquisitions, capital improvement projects, positive publicity, promotions, professional organizations joined, or anything not mentioned above.
10. List any volunteer activities which could be relevant to your current career search or to fill in a time gap of unemployment. Include the name of the organization, city/state where it is located, the title you hold, general scope of responsibility, committees you serve on, etc. Provide details as though it were a paid position.