**Follow-up questions**

Keep in mind that I asked these questions of all my clients, but I did not expect them to have answers for everything, rather, it was a way to ensure they were pulling out the true breadth and depth of their experience. There are lots of transferrable skills in volunteer work and other activities.

1. It’s a best practice to customize the url for your LinkedIn so it does not have random numbers in it…

Here is a link with instructions <https://www.linkedin.com/help/linkedin/answer/87/customizing-your-public-profile-url?lang=en>

Include the new LinkedIn url in the contact info in your resume

1. Do you speak any languages (besides English)? If yes, how proficient are you?
2. Have you included your volunteer work – dates, location, organization, and what you did with them? Quantify when possible.
3. Do you belong to any professional associations or have board membership? If yes, dates and any offices held.
4. Do you have any certifications? If yes, name, date, certifying agency, and licensure number if applicable.
5. Have you spoken at any conferences or events?
6. Do you have any publications?
7. Have you taken any professional development workshops or courses (through work or on your own, in person or online)? Include the agency that runs the course.
8. Please list all of the computer software you know, even if you think it’s obvious. This is important for
9. Please quantify for each of your jobs to show the scope of your achievements – how much, how many, how often.
	1. For example, how big of a budget did you manage, how many total projects did you manage, how many people did you supervise, how much money saved, how much revenue generated, and any social media analytics to show your success. It’s fine to approximate.
10. Do you have a target job to tailor this resume to (using [Jobscan](https://www.kqzyfj.com/click-100429301-12933374))?

Jobscan is an affiliate link, meaning if you choose to make a purchase, I will earn a commission. This commission comes at no additional cost to you. I started using Jobscan in 2018 and referred 200+ clients and students to the site before I ever set up an affiliate link in June 2021.

Try the “get free scans” feature to test it out and see if you find it helpful.