

**Documents to send to** **mbarham@mkbstrategic.com** **at least 1 business day in advance of our first meeting:**

* Recent resume or CV
* Filled in checklist/questionnaire below

If you have any customer service questions, please email info@mkbstrategic.com

**Checklist for Resume Review In-Person Meeting**

Please fill in the information below if not in your resume/CV:

* Awards you have won
* Scholarships you have won
* Volunteer experience you have (include all volunteer experience back to graduation, or for recent grads, vet school/undergrad)
* Publications, articles you have written and shared in a public space/newsletters (any)
* A list of your job experience back to the beginning of university. If you had a prior career, please include these experiences also.
* Job direction you are interested in
* Job ad for a position you thought would be interesting, even if expired, or not in the geographical area of your choosing
* Public speaking or facilitation experience you may have had, even leading staff meetings, or client lunch and learns.
* Leadership experience (managing a team, leading a team, sorting out workplace problems, chairing committees or initiatives in the workplace or volunteer experience).
* Continuing education certifications, recent conferences
* Managing budgets or finances for a business or part of a business
* Organizations you are a member of
* States/provinces where you are licensed
* Your education/degrees
* Any experience within the field you wish to enter (i.e., if you’re aiming for a residency in anatomic pathology, include any pathology experience you have).

**Skills Inventory for Resume Review In-Person Meeting**

Please consider your experience with the following programs (and rate from non/minimal to advanced).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | None | Some | Good | Excellent |
| MS Word |  |  |  |  |
| MS Excel |  |  |  |  |
| MS PowerPoint |  |  |  |  |
| Office 365 |  |  |  |  |
| Zoom or other online meeting platform |  |  |  |  |
| Social Media Platforms |  |  |  |  |

Please share any experience you may have with the following types of programs/training:

* Media training or appearances you have made/interviews you have done
* Coding programs
* Data visualization programs
* Business intelligence programs
* Financial management practices (bookkeeping, accounting)
* Learning management software
* Government programs or softwares you are familiar with
* For teaching positions: any pedagogical training you may have taken or attended
* Video or podcast creation
* Planning events, or managing projects
* Managing people
* Sales