**Document Review Request Form**

We may occasionally experience a high volume of requests. Documents will be reviewed on a first come, first served basis. You will receive a confirmation that your request has been received and will be provided with a "date of return" indicating the latest day by which we'll return your document to you with notes.

 **Instructions:** Submit this form along with your documents no less than three (3)weeks prior to your desired date of return. Submissions should be emailed to **KnowledgeIsKeySOP@yahoo.com.**

**Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Telephone: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you prefer to be contacted? \_\_\_Telephone \_\_\_ E-Mail

When is the best time to contact you? \_\_\_ Morning \_\_\_ Afternoon \_\_\_ Evening

**For Review**

Please note that documents will be reviewed for grammatical/syntax errors only. Fact checking and adequate research is the sole responsibility of the individual.

What item(s) are you submitting for review?

\_\_\_ Resume (If you are requesting assistance with creating a new resume, check this box )

\_\_\_ Cover Letter

\_\_\_ Thank You Note

\_\_\_ College Essay/Paper (Please include the specific essay question or topic at the top of the document)

\_\_\_High School Essay (Please include the specific essay question or topic at the top of the document)

\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your desired date of return**? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Note**: Page 2 should be completed by individuals submitting a resume and/or cover letter.

*Thank you for trusting Knowledge Is Key, Inc. with your important documents; we wish you continued success!*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background Information**

What industry/sector are you seeking employment in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously worked in this industry/sector? \_\_ Yes \_\_ No  If yes, how many years and in what capacity (brief description)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of position are you seeking?\_\_ Internship \_\_ Entry Level \_\_ Junior Level \_\_ Senior Level \_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If submitting a resume, is this for a complete career change? \_\_ Yes \_\_ No

Any other notes or instructions you’d like K.I.K’s document review staff to be aware of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_