

01 STUDENT AND GOALS

Student questionnaire

Complete this with your student after confirming your service. Short answers are welcome. Skip sections that do not apply; use a separate document for longer responses. For resume-only service, complete pages 1-2 and the final accuracy check on page 5.

From your teacher and web designer: Students often have valuable experience before their first job. I use your answers to identify the skills behind projects, clubs, volunteering, and everyday responsibilities, and to explain what your student actually contributed.

Student name and preferred name

Parent or guardian name and email

School, current grade, and expected graduation month and year

Which service did you choose?

Resume \$99 / One-page website from \$299 / Student Resume + Portfolio Package \$399

Any optional add-ons?

Resume with website +\$75 / LinkedIn guide \$50 / Consultation \$55 per hour / Other

What opportunities or fields interest your student?

Examples: first job, internship, animation, engineering, business, college, or a creative program.

Any application deadlines or specific requirements? Add links if available.

Include required portfolio formats, file limits, or resume instructions. We will agree on a realistic delivery date.

02 EXPERIENCE AND SKILLS

What your student has done

List real experience and dates. Please include a current GradTrack, transcript, or course history in your shared folder to help identify relevant coursework, academic progress, and achievements. Cover student IDs and other sensitive identifiers before sharing.

Education, relevant courses, training, and academic achievements

Include AP and honors courses, dual enrollment, current classes, certifications, awards, and GPA if desired.

Clubs, sports, leadership, volunteering, jobs, and family responsibilities

For each: organization or activity, role, dates, duties, and results. Unpaid experience counts.

What skills, tools, software, or languages does your student use?

Tell us where they used them and their level of experience. Include technical and people skills.

Describe one contribution or problem your student is proud of

What did they do personally? How did they approach it? What changed or what did they learn?

What strengths might someone overlook? Give a real example.

Examples: organization, communication, creativity, teamwork, persistence, or taking initiative.

03 WEBSITE MATERIALS

Portfolio inventory

For website clients: list up to 10 total projects, images, or videos to consider. A project with extra images or videos may use more than one item. We will confirm the final count and any add-on fees before work starts.

I recommend putting all images and documents in one Google Drive folder and sharing it with hello@thelumencreative.com with Viewer access. Paste the folder link below. Label your files clearly.

Google Drive folder link and any access instructions

01 Title / type / file name or link

02 Title / type / file name or link

03 Title / type / file name or link

04 Title / type / file name or link

05 Title / type / file name or link

06 Title / type / file name or link

07 Title / type / file name or link

08 Title / type / file name or link

09 Title / type / file name or link

10 Title / type / file name or link

For videos, provide a viewable link when possible. Keep originals; do not submit passwords or account recovery codes.

04 PROJECT REFLECTION

Tell the story behind the work

Use this worksheet for one featured project. Copy this page or send answers in a separate document for other featured projects. This helps me communicate the student's own contribution accurately.

Project title, date, and context

Class assignment, club, personal project, competition, job, or volunteer work?

What was the goal or assignment?

What did your student personally create or contribute?

For group work, identify their role and give credit to teammates as needed.

How did they approach the work? Which tools or skills did they use?

What challenge did they face, and how did they respond?

What was the outcome? What did they learn or improve?

Include awards, feedback, or measurable results only if accurate. Learning is a useful outcome too.

Work sample link and any credits or context needed

Identify fan art, source material, collaborators, or AI assistance if applicable.

05 PRESENTATION AND REVIEW

Style and family preferences

Website clients: complete the style and visibility questions. All families: review the accuracy and materials checklist. This questionnaire gathers information; it does not authorize public launch.

How should the website feel? Any colors or examples to consider?

Examples: creative, polished, simple, colorful. Include dislikes and links if useful.

What should the bio communicate? What text is already written?

Share interests, goals, and personality. Tell us if you need help rewriting supplied website copy.

What information may be public, and what should stay private?

Consider name, school, photo, contact email, and project details. A home address is not needed.

Domain preference and existing links

Use the included website address or connect a family-owned domain. Add LinkedIn or other approved links.

Who will collect feedback and give final approval?

For students under 18, name the parent or guardian who will approve publication.

Final materials check

- ☐ We have checked dates, roles, awards, and claims for accuracy.
- ☐ We have identified group contributions and have permission to share submitted materials.
- ☐ Files and links are accessible, clearly named, and ready for review.
- ☐ We understand that Lumen will request final approval before public launch.

Returning this form: Save your completed PDF and email it to hello@thelumencreative.com with your materials link. Use a PDF reader that supports forms. If a response is long, attach a separate document.