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**Module 3 - Action Sheet 2**

**Master Resume Guidelines**

Your Master Resume is composed of ALL of your specific career details and information from your very first position until now. I mean everything. All the way back to the jobs you had in high school/college. For example: the restaurants or bars you worked at, the kids you nannied, first job out of college, etc. Since it is for your own personal reference and **it will never be submitted to anyone**, your Master Resume allows you to be both chronological and comprehensive - there is no page limit, in fact the more content you can recall the better. In addition to information about your career, it keeps track of all your credentials, accolades, extracurriculars, certifications, and so on.

This Master Resume will become a document that you will use and update as you move through your career. Overall, **your Master Resume acts as a reference tool for creating each of the resumes you will *actually* submit to prospective employers.** That way when you go to apply for specific jobs, you can then just edit the master according to the job specifications and save a copy for that requirement. Additionally, as your career and skill sets grow, you can add content to the master and it will always be at the ready (you never know when you're going to need it).

Our memory, as humans, is notoriously faulty. So you want to compile everything that you have ever have done in one place; document it and store it in a safe place (I suggest at least two-three cloud or email providers). I mean everything: your daily, weekly, monthly, quarterly, and annual responsibilities. DON’T FORGET – Make sure you list ANY and ALL of your achievements (especially quantifiable ones – example: sold 300% over quota for the first two quarters in 2015) -- as recruiters and hiring managers love to see quantifiable achievements. Lastly, make sure it is as technically detailed as possible (as it related to your specific line of work). The more content rich information that you can provide, the better.

Once you get through everything you have done in the past, it will be easy to keep up with your Master Resume moving forward throughout the rest of your career.

Let’s go through an example of what a single position could look like. The categories that I break down in the example below are an excellent way to get started for each position.

**The following is an example of how to structure your MASTER RESUME. Remember, you will continue to update and improve this document (ideally 2-4 times a year) as long as you are an active member in the workforce.**

**Moving forward, you will use your Master Resume to create specific resume versions that are tailored to each position you apply to. That way when you go to apply for specific jobs you can then just edit the master according to the job specifications (for that specific requirement) and save a copy for that requirement. Additionally, as your career and skill sets grow you can add content to the master and it will always be at the ready (you never know when you're going to need it). Lastly, you can see how your resume is matching up to today's requirements and make any necessary modifications so that it speaks directly to what clients in today's market are looking for.**

**When creating your tailored resumes you want to make sure the bullets you customize SPEAK directly to the bullets on the job requirement. (Refer back to Action Sheet 1- Keyword Predictor if you need more help here.) Each bullet should be in your own words - as best possible not copied from the job description (word for word).**

**See next page for an example →**

**First Name Last Name** Street Address City, State Zip code • Email Address • Cell Phone Number

**PROFESSIONAL SUMMARY**

* Industrious, results oriented \_\_\_\_\_ professional with nearly \_\_\_ years of \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ experience dedicated to organizational growth and profitability.
* Highly skilled in X, Y, Z
* Excellent communication and interpersonal skills
* You might want to add some info / or change some of the “ideas” I put above

**TECHNICAL SKILLS**

List your technical proficiencies /knowledge (everything you feel comfortable working with or have ever worked with)

**PROFESSIONAL EXPERIENCE**

**Company Name,** City, StateTime employed MM/YYYY- MM/YYYY

*Job Title*

*Add more information about the work that you did here.  
Make sure to list all of your daily, weekly, monthly, quarterly and annual responsibilities as they relate to the bullets on the job requirement.  
Make sure you list any and all of your achievements, especially quantifiable ones.*

*Make sure it is technically detailed as possible*

*Questions to think about and answer when writing your resume:*

* **Company Summary** 
  + What does the organization do?
  + Who are their competitors?
  + What markets did/do they operate in?
* **Professional Summary**
  + An overall condensed version of what you did at this organization.
  + Industrious, results oriented X professional with XX years of ZZ and YY experience dedicated to organizational growth and profitability.
  + Highly skilled in X, Y, Z.
* **Professional Experience**
  + Here you are going to break down everything that you can remember… every project worked on, every task completed, and results produced.
  + DON’T FORGET – Make sure to list all of your daily, weekly, monthly, quarterly and annual responsibilities.
* **Technical Skills**
  + List your technical proficiencies that you showcased in this position.
    - It may be silly to list something such as Google Business Apps or Microsoft Outlook here, but you never know what platform a company uses and it could trigger a response from the recruiter.
  + List all the knowledge that you gained/used in this position.
* Make sure you list any and all of your achievements/recognitions at this company.
* Make it as detailed as possible.
* Repeat this process for every position you’ve ever worked in-- yes, this even includes your high school and college side jobs as a barista or waiter/waitress.

**EDUCATION & TRAINING**

**Name of College**, City, State Dates attended college MM/YYYY- MM/YYYY

*Type of degree earned*

GPA (if above 3.0)

* List any relevant classes or coursework.
* Make sure you list any and all of your academic achievements (Dean’s lists, scholarships earned, etc.).
* Don’t forget to list any and all of your technical training post college (Certificates, employer sponsored, employer training, etc.).

**ASSOCIATIONS & PROFESSIONAL AFFILIATIONS**

Are there any alumni networks that you belong to?

Any professional networks/groups?

Do you attend any local MeetUps?

Are you actively volunteering or have you volunteered in the past?

**OTHER SKILLS**

Don’t forget to list any and all languages you are able to communicate in and the proficiency level.

List any soft skills that you possess.

Include anything else here that you feel could be relevant in your career search.

Ok, now it is your turn to give it a try. Don’t feel like you need to do this all in one sitting -- it takes time remembering all of the details from your past positions. Take-a-ways from each position will start to come back to you the deeper you get into creating your Master Resume.

I recommend that you store this file in a cloud database, this way you can access it from anywhere and have a solid backup of it. This baby is going to be with you for the long haul. My personal preference is Google Docs/ Google Drive. You can then create new resume files for each position you apply to. One last tip before I leave you to it, I advise naming your files in a consistent format, this includes the date you applied for the position, your name, the company name and the position you applied to (e.g. 2017.10.Hill\_Jason.Google.RubyDeveloper).

**P.S. This can be challenging. Remember that I am here for you; don’t hesitate to reach out if you have questions.**

**P.P.S I have given examples of what a great resume should look like in the next action sheet.**

* Jason