

## 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. This includes the restaurants or bars you worked at, the kids you nannied, first job out of college, and so forth. Because it is for your own personal reference and **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 of your credentials, accolades, extracurriculars, certifications, and so on.

This Master Resume will become a document 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. We call them Job Specific Resumes.** This way, when you go to apply for specific jobs, you can just edit the master according to those 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!*).

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

Once you get through everything you've done in the past, it will be easy to maintain 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 I break down in the example below are an excellent way to get started for each position.

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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 tailored to each position you apply to. This way, when you apply for specific jobs you can just edit the master according to the job specifications (*for that specific requirement*) and save a copy for that position. Additionally, as your career and skill sets grow, you can add content to the master and it will always be at the ready. Finally, you can see how your resume compares 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, be 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 point should be in your own words and 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 included above)

### PROFESSIONAL EXPERIENCE

**Company Name, City, State**

Time 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 for the position.*

*Make sure you list any and all of your achievements, especially quantifiable ones.*

*Make sure it is as technically detailed as possible*

*Questions to think about and to include for each position:*

- **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 the results produced.
  - DON'T FORGET – 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 you gained/used in this position.
- List any and all of your achievements/recognitions at this company.
- Be as detailed as possible.  
*Repeat this process for every position you've ever worked in - yes, even your high school and college side jobs as a barista or waiter/waitress.*

### TECHNICAL SKILLS

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

## 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.*).
- Include any and all 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

- 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.

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 to remember all 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. If you have purchased a package, you may have already created this with the assistance of your designated resume writer.

I recommend that you store this file in a cloud database so you can access it from anywhere and have a solid backup of it. This 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: I advise naming your files in a consistent format, including the date you applied for the position, your name, the company name and the title of the position you applied to. For example: 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 offer examples of what a great job-specific resume should look like in the next action guide.**

- Jason