

Master Resume

A Master Resume is a document that lists *all* of your skills and experience in one place so that you can choose relevant information to tailor your resume for each position you are applying for. Start your Master Resume now so that you can keep track of what you have accomplished!

Tips for creating a Master Resume:

- Determine what kind of resume you will want to create in the future and come up with the same sections so that it will be easier to organize
- Do not worry about sticking to a specific length for this resume; list anything that you can come up with that you might want to remember later on
- Continually list new information; you can return to this resume after each new experience to add skills, activities, and responsibilities
- Use active verbs to describe your activity such as planned, managed, or coordinated
- Break down what you have done into small pieces to explain what went into it. For example, instead of just listing “customer service,” you can write “helped customers find the appropriate product for their needs, greeted new customers and directed them to the correct section of the store...” This will help when choosing language for your cover letter.

What to include on your Master Resume:

Objective & Summary

- Type of job(s) you are seeking:
- Short descriptive overview of your qualifications:

Education

➔ List all past education and include the related dates, institutions, and license #'s

Example: Provost’s Award (2005, Seattle Pacific University); In Recognition of Outstanding Scholarship & Achievement

- Degrees (earned or working on):
- Courses that you have taken:
- Honors & Awards:
- Projects:
- Certifications/licenses:

Education and Training Administration,
Grant #TC-23745-12-60-A-53

Provided by Clark College Career Services
Penguin Union Building 002 • 360-992-2902

Master Resume

What to include on your Master Resume:

Experience

- ➔ List all past work, internship, and volunteer experiences and include associated skills, activities, and responsibilities

Example: Waitress at Bonefish Grill (2003, Seattle, WA); customer-service, cash handling, set up for service

- Work:
- Internships and Externships:
- Volunteer:

Other Relevant Information

- ➔ List all relevant information and include dates, locations, and other details

Example: National Academic Advising Association, Region I Conference Volunteer (2012, West Hartford, Connecticut); managed the distribution and collection of evaluations for sessions

- Professional Associations (belong to/engaged in):
- Clubs and Activities:
- Computer Skills (i.e. typing speed, Microsoft Office applications):
- Accomplishments:
- Anything else that sets you apart from other candidates (i.e. speak other languages):

**Funded by the Department of Labor,
Education and Training Administration,
Grant #TC-23745-12-60-A-53**

**Provided by Clark College Career Services
Penguin Union Building 002 • 360-992-2902**