**Making a Start On Your Master Resume**

There will be five areas to focus on in your master resume; your qualifications, your career history, your skills, your additional information, and any particular achievements that you would like to include somewhere if you get the chance. Don’t worry about space, just keep adding as much detail as possible. This is where you can keep all your notes, and we will reduce it later for the master resume (and your LinkedIn) and then even further for your targeted resumes. You may want to combine this with your work history document, as this will cover more than your work history.

| **My qualifications** | **Date, awarding body, grade or classification (throughout this exercise, list everything, even if you are not sure if you will use it)** |
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You may already have this information from your work history document and/or the information written down from the career history exercise. Up to you, there’s no need to duplicate your effort and work experience list.

| **My career experience (including unpaid work) in chronological order, with the most recent first: put the job or role here** | **Dates and organizations for whom I worked** |
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Refer to your previous exercises on skill identification and prioritization to populate this part.

| **List of my skills** | **Where have I used or developed that skill?** |
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| **My additional info (including driving status, language skills, hobbies and interests, first aid training, health and safety awareness, travel experience ...)** | **More details so that you can keep track of what you have done** |
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| **My achievements (these might end up in any section of your resume, but it helps to list them separately)** | **What does this prove about me that would appeal to an employer?** |
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Well done! You are getting closer to your master resume. You have noted down plenty (perhaps most) of the material that you would want to include in your master resume.

Feel free to return to this every so often. Tip: put a placeholder in your diary to revisit this every 3–6 months and to update your master resume from it. Then you are always ready to strike at any opportunities that might come up. Think of your master resume as a “living document” it is never finished.

With this work now completed, watch the rest of my course and use this information to create your master resume using the tips I explain in the videos.