1. Intro <https://www.youtube.com/watch?v=sMaxiizw1rw>
2. Lesson objectives <https://www.youtube.com/watch?v=_EJcXYOuqz8>
3. Quick tips before we start <https://www.youtube.com/watch?v=HNO6OauvVtk>
4. Quizz personal reflection (cf)
5. My master resume mindset <https://www.youtube.com/watch?v=xFpiaNOAChk> (+cf)
6. Your master resume mindset (cf)
7. Quizz the master resume mindset
8. Creating your master resume
9. Sections of your master resume <https://www.youtube.com/watch?v=GUpetgrS_Rw> (+cf)
10. How to complete your master resume <https://www.youtube.com/watch?v=x9bXKOE_WFI>
11. How to write about project and skills (cf)
12. Detailing your education <https://www.youtube.com/watch?v=RrFE0swx6Yg>
13. Tips for special situations <https://www.youtube.com/watch?v=FabsM95E1Fk>
14. The targeted resume mindset <https://www.youtube.com/watch?v=FSxIdz7ZFB4>
15. Targeted resume audiences and goals <https://www.youtube.com/watch?v=dze_GTNUNFE>
16. Selecting what to put into your targeted resume (cf)
17. Structure in your targeted resume <https://www.youtube.com/watch?v=dWfgSGnd9zM>
18. Visual Style format your resume <https://www.youtube.com/watch?v=6BGQXF8OjMs> (+cf)
19. Final self review checklist <https://www.youtube.com/watch?v=dI-Ue-iGbrQ>
20. Resume review - Project overview (cf)
21. Resume review – Project details (cf)

**Personal Reflection**

To start your resume process, reflect on **how you’ve approached your resume** prior to this lesson.

This activity is open ended and requires you to simply **reflect on your current approach** to resumes.

**Video: My Master Resume Mindset**

Start by making a copy of the [**master resume worksheet**](https://docs.google.com/document/d/1aZ-jTrEzMCm8mwUxjU8hLdrW3FNOi7_bkWc2G29iOZM/pub).

## Your Master Resume Mindset

Start by making a copy of the [**master resume worksheet**](https://docs.google.com/document/d/1aZ-jTrEzMCm8mwUxjU8hLdrW3FNOi7_bkWc2G29iOZM/pub). Use this as the initial template for your master resume. As you complete the next few quizzes and exercises, fill in this master resume spreadsheet with your information.

The goal of your master resume is to capture the **widest breadth of your professional experience, passions, skills, and character**.

It also serves to give employers concrete details and clues about what you’ve done in the past.

Relevant information includes all previous work experience, skills (language, technical, other), education experience, projects that you have created, and interests, achievements, or organizations that you belong to.

What information do you consider to be relevant to your professional experience? What do you think is appropriate for a resume?

**Quiz: Quiz: Resume Sections**

[**Sample Master Resume**](https://docs.google.com/spreadsheets/d/1Rzp_ljwWNEJRQhAIdRM0Ns9VO9joMYeZ5vtfxyJinK4/pub)

## What’s appropriate to include in your resume?

Ever wonder whether or not you should include something on your resume? In this quiz, you will be presented with several examples of resume elements and content. You’ll then be asked to assess whether or not this should be included in your resume.

## Creating Your Master Resume

Now that you are in the master resume mindset - it’s time to create one!

For your “master resume” - your goal is to create an organized, detailed and comprehensive record of **ALL your professional qualifications**.

At this point, page number and narrative is not your priority - comprehensiveness is. In the exercises below - be detailed, note specific dates, locations, skills used, and concrete achievements.

Keeping information **up-to date** on your master resume will make it easier for you to craft targeted resumes for specific jobs later.

## How to Write About Projects, Technologies, and Skills

Now that you’ve started to flesh-out the professional experience section of your master resume, you can start to detail your projects, technologies and skills. Similar to the previous section, comprise these sections with keywords and concrete evidence.

**Your Projects section is a great place to show actionable evidence of work you’ve completed.**

Here, include:

* A heading that includes the title of your project.
* A functioning hyperlink to the project.
* Bullet pointed description of the project.
  + Note the technologies and any skills you used.
  + Keep the description concise.

The Technologies and Skills section is your chance to **be very clear**. Note any varying levels of expertise. Additionally, if you have a skills across several areas - feel free to categorize these under sub-headings.

Now, take a moment to fill in this information within your master resume spreadsheet.

## Selecting What to Put in Your Targeted Resume

Use the list of **themes and keywords** you created in the last activity as a compass to navigate how to construct your targeted resume.

As we mentioned in the introduction, your resume should NOT contain everything you’ve ever done. Instead, it should be a **highly selective and relevant snapshot** of your experience.

Start copying and pasting relevant parts of your resume onto document into the recommended sections. Don’t worry about section order just yet - as we will detail how to best organize your resume shortly.

Here, focus on getting all of the information you want to include onto **one page**. Feel free to edit, trim, adjust margins, and customize the language to mirror your target job.

**Video: Visual Style Format Your Resume**

* [**Sample targeted resume**](https://docs.google.com/document/d/1AXR-OCUjGGZxAEtawlU_z2DzEdCoC7PPrVTRKcbOX1s/pub)
* [**Sample targeted resume with summary statement**](https://docs.google.com/document/d/1tWEjGRASSG209JYmRixdq1IsSoBLZR5hWX1BMDrfsJw/pub)

**Video: Final Self Review Checklist**

These are some resources we have compiled for you:

* [**Udacity Resume Checklist**](https://docs.google.com/document/d/1sZ2AzKltT-2ZoCCZDyzgaYuDXo1ryxBwq1IhJLIS8TI/pub?embedded=true)
* [**Sample Master Resume**](https://docs.google.com/spreadsheets/d/1Rzp_ljwWNEJRQhAIdRM0Ns9VO9joMYeZ5vtfxyJinK4/pubhtml)
* [**Sample targeted resume**](https://docs.google.com/document/d/1AXR-OCUjGGZxAEtawlU_z2DzEdCoC7PPrVTRKcbOX1s/pub)
* [**Sample targeted resume with summary statement**](https://docs.google.com/document/d/1tWEjGRASSG209JYmRixdq1IsSoBLZR5hWX1BMDrfsJw/pub)

**More resources:**

* [**Powerful verbs**](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome)
* [**Action words**](http://www.resume-help.org/resume_action_words.htm)
* [**Summary statement**](http://www.forbes.com/sites/dailymuse/2014/08/28/the-resume-summary-statement-when-you-need-one-and-how-to-do-it)

Have que

## Resume Project Overview

Now that you have created (or updated!) your resume so that it has a concise, clear, and compelling story of the best aspects of yourself and that is thoughtfully targeted for the job you’re applying for and formatted so that recruiters can easily read it, you are ready to submit it for review!

## Why This Resume Project?

On average recruiters take [**6 seconds**](http://www.businessinsider.com/heres-what-recruiters-look-at-during-the-6-seconds-they-spend-on-your-resume-2012-4) to read a resume and initially decide if a candidate is “fit” or “unfit.” An awesome resume is a crucial part of your preparation for the job hunt. It's not hard to write a compelling resume, but many candidates get tripped up by small mistakes.

## What Will I Do?

You will update your resume according to the conventions that recruiters expect and get tips on how to best represent yourself to pass the 6 second screen. You will also make sure that your resume is appropriately targeted for the job you’re applying for.

## How Do I Complete this Resume Project?

Go through the entire [**Udacity Resume Checklist**](https://docs.google.com/document/d/1sZ2AzKltT-2ZoCCZDyzgaYuDXo1ryxBwq1IhJLIS8TI/pub?embedded=true); check each item that you’ve completed. For items that are not completed, fix and update your resume. Once you’ve checked off all of the items, move to the next section.

Check out the [**Career Resource Center**](http://career.udacity.com/resource-center/hiring_process_resume.html) for more resume tips!