

# Master Resume Exercise

Think of everything you have done, everything you want to promote, everything you did that is "above and beyond." Don't forget info from Workbook exercises in Step 3. The more detail you write here, the better you can write a customized resume for a specific job or employer. Here are the categories of information you should collect.

Your Name \_\_\_\_\_

Preferred Phone (cell usually best) \_\_\_\_\_

Postal Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Preferred Email Address (personal usually best) \_\_\_\_\_

## Headline and Value Statements

Seeking (1) a \_\_\_\_\_ in a \_\_\_\_\_ organization

(2) that needs \_\_\_\_\_ skills and \_\_\_\_\_ experiences

(3) that will help them \_\_\_\_\_.

## Experience

Most recent employer/self-employment \_\_\_\_\_ City/State \_\_\_\_\_

Size and description of employer/what they do for whom \_\_\_\_\_

Position title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Major responsibilities \_\_\_\_\_

Relevant Accomplishments \_\_\_\_\_

Prior employer/self-employment \_\_\_\_\_ City/State \_\_\_\_\_

Size and description of employer/what they do for whom \_\_\_\_\_

Position title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Major responsibilities \_\_\_\_\_



Relevant Accomplishments \_\_\_\_\_

Prior employer/self-employment \_\_\_\_\_ City/State \_\_\_\_\_

Size and description of employer/what they do for whom \_\_\_\_\_

Position title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Major responsibilities \_\_\_\_\_

Relevant accomplishments \_\_\_\_\_

Prior employer/self-employment \_\_\_\_\_ City/State \_\_\_\_\_

Size and description of employer/what they do \_\_\_\_\_

for whom Position title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Major responsibilities \_\_\_\_\_

Relevant accomplishments \_\_\_\_\_

Prior employer/self-employment \_\_\_\_\_ City/State \_\_\_\_\_

Size and description of employer/what they do \_\_\_\_\_

for whom Position title \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Major responsibilities \_\_\_\_\_

Relevant accomplishments \_\_\_\_\_



## Education

Current/most recent school \_\_\_\_\_ City/State \_\_\_\_\_

Degree/major \_\_\_\_\_ Year \_\_\_\_\_

Honors/awards and accomplishments \_\_\_\_\_

\_\_\_\_\_

Jobs while attending school \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior school \_\_\_\_\_ City/State \_\_\_\_\_

Degree/major \_\_\_\_\_ Year \_\_\_\_\_

Honors/awards and accomplishments \_\_\_\_\_

\_\_\_\_\_

Jobs while attending school \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior school \_\_\_\_\_ City/State \_\_\_\_\_

Degree/major \_\_\_\_\_ Year \_\_\_\_\_

Honors/awards and accomplishments \_\_\_\_\_

\_\_\_\_\_

Jobs while attending school \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information, activities, special skills and certifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community service involvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use Extra Pages as Needed**



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