



Master Resume

A Master Resume is a comprehensive document to track your experiences, achievements, and skills throughout your academic and professional life. This document is a detailed record to help you build tailored resumes for future job applications. It can include various sections like internships, service projects, work experience, education, certifications, school projects, conferences, publications, and leadership roles, among others.

Key Sections to Include:

- 1. Experience:** Describe your professional experiences, responsibilities, and accomplishments with specific details and metrics to show the impact of your roles.
- 2. Education:** List all degrees, majors, minors, and institutions with graduation dates. Include courses, academic honors, certificates, and licenses.
- 3. Skills:** Include technical and transferable skills in bullet points for easy reading.
- 4. Professional Accomplishments:** Highlight awards and honors with details such as the institution, award name, and date received.
- 5. Certifications:** List any certifications or licenses with the certifying agency, certification date, and certificate name.
- 6. Additional Information that may be included:**
 - Internships: Include paid, credit-earning, or career-related internships.
 - Awards: Academic awards, scholarships, and special recognitions.
 - Events: Any roles in planning or organizing events.
 - Research: Lab work, capstone projects, or publications.
 - Leadership: Roles in student government or clubs.
 - Service: Volunteer projects and service-learning activities.
 - Student Organizations: Participation in university-recognized clubs.
 - Training: Special training programs or software skills.
 - Study Abroad: Details of where and what you studied abroad.

Note the semester and year the experience took place, along with the name of the activity, organization, or event you were involved in. Each experience should also include a description of your role using concise action verbs. For example: Worked in a group of four to create garden beds at a local community garden.

You can schedule an appointment with a Career Counselor [here for further guidance](#).