

# ALBERTA WORK SEARCH ONLINE



## Exercise: Resumé master

Not everything you list on the worksheet in this exercise will go on every resumé that you send out. Think of this as a master document from which you pick and choose relevant skills and accomplishments as you tailor your resumé to reflect the needs of different employers.

- 1** Make copies of the worksheet if you need more space for writing or if you think you may write more than one draft of the document.
- 2** List your employment history in reverse chronological order (most recent experience first), including the month and year you started and left each position. If you've developed or demonstrated work-related skills through volunteer work, list those experiences as well as paid employment. Describe your responsibilities in point form.
- 3** List your skills.
- 4** If you're using a combination or functional resumé format, group your skills in skill sets—for example, technical skills, management skills or communication skills—depending on the requirements of your job target. (Your skill sets may be different each time you write your resumé.)
- 5** Describe your accomplishments in the space provided, using qualifiers and quantifiers.
- 6** Describe your education and training. Include professional development and work-related courses as well as adult or community education courses.
- 7** List the organizations (community, cultural, professional, social) that you belong to or volunteer for. If you haven't already done so, add any work-related skills you've gained through these experiences to your skills list.
- 8** List all the activities you are or have been involved in, even those that may seem unrelated to your career. Add any work-related skills you've gained through these experiences to your skills list.

**Employment history**

Work Title  
Organization  
Dates  
Supervisor/Manager  
Key Responsibilities

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Work Title  
Organization  
Dates  
Supervisor/Manager  
Key Responsibilities

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Work Title  
Organization  
Dates  
Supervisor/Manager  
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Work Title  
Organization  
Dates  
Supervisor/Manager  
Key Responsibilities

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**Skills**

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**Skill sets** (if using a combination/functional resume)

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**Accomplishments**

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**Education and training**

School (College/Technical/University):

Program/Credential (Certificate, Diploma, Degree):

Year Graduated or Credits:

School (College/Technical/University):

Program/Credential (Certificate, Diploma, Degree):

Year Graduated or Credits:

School (College/Technical/University):

Program/Credential (Certificate, Diploma, Degree):

Year Graduated or Credits:

High School:

Year Graduated:

Diploma/Grade Completed:

Professional development workshops and seminars/Adult education and other courses:

**Work-related and community memberships and volunteer work**

Organization

How are you or were you involved:

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**Activities/interests/hobbies**

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