

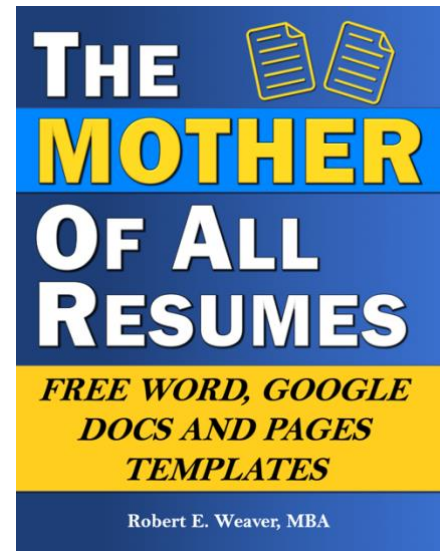


## Welcome to “The Mother of All Resumes”

(Word, Google Docs and Pages Templates)

### STEP 1: DOWNLOAD YOUR RESUME TEMPLATES

- [MICROSOFT WORD TEMPLATES](#)
- [GOOGLE DOCS TEMPLATES](#)
- [MAC PAGES TEMPLATES](#)



### STEP 2, PAGE 2-3: BUILD YOUR MASTER RESUME

- Use “The Mother of All Resumes” Starting Template on page 2 OR the bonus template on page 3 to create a reverse chronological resume. Either format will work well.
- The bonus Functional/Skills Resume Template on page 4 is for changing careers. It’s ideal for highlighting specific relevant skills or experience instead of a chronological listing of job experiences.
- Start by creating one document with all your work experience. List a short headline and one or two sentences that describe all the results you achieved at each job. This becomes your Master Resume.
- Once you’ve created your Master Resume, you can select the most relevant accomplishments for each position you apply to, highlighting the areas most relevant for the job.

### STEP 3: WRITE AN INTERVIEW-GETTING COVER LETTER AND EMAIL

- The four videos below will help you get started quickly.



Watch now >  
<https://youtu.be/4-RaSy4EBc0>



Watch now >  
<https://youtu.be/faX3nIWezYc>



Watch now >  
<https://youtu.be/jrikor2QMgM>



Watch now >  
<https://youtu.be/XrHSMpPd12o>

**P.S.** For open-minded action takers ... If you want to get a better job faster than you thought possible, PLUS get EXPERT help preparing your very own Magic Cover Letter (or email), writing a persuasive resume and overcoming interview anxiety, you are invited to [apply to work one-on-one with me](#).



## Your Name

E-mail:      Address: City, State      Phone:

### TITLE OF JOB YOU SEEK

#### **EXPERIENCE:**

MON YEAR to      *Most Recent Job Title (see note below)*  
Present      NAME OF COMPANY

Headline Description of What You Accomplished: Two to three sentences describing what you did that most closely matches the listed job criteria and language. Here's an example from a higher education resume:

EXAMPLE: Created 800 Percent Enrollment Growth: Launched the marketing office for a consortium of 14 colleges from scratch. Built a coordinated, research-based, branding and direct marketing initiative to grow member enrollments. The strategy included direct mail, email, tele-counseling, public relations, web presence and advertising. 2010 results tracked back to joint marketing efforts: 141 students enrolled; 2018 results: 1253 students enrolled (a growth of over 800 percent!).

MON YEAR to      *[Note: If the company is well known, it may be most advantageous to list it first.]*  
MON YEAR      **NAME OF COMPANY**  
*Next Most Recent Job Title*

[If you want to emphasize multiple accomplishments at one job, you can break it up.]

Headline Description of Most Important Accomplishment: One sentence description of the results you created.

Headline Description of Second Most Important Accomplishment: One sentence description of the results you created.

Headline Description of Third Most Important Accomplishment: One sentence description of the results you created.

MON YEAR to      *Most Recent Job Title*  
MON YEAR      NAME OF COMPANY

Headline Description of Most Important Accomplishment: One sentence description of the results you created.

Headline Description of Second Most Important Accomplishment: One sentence description of the results you created.

[ETC]

**NEW**  
**CATEGORY:**      MBA, University of Hardknocks, City, State, degree emphasis, YEAR. [You can also include  
[education,      your GPA if it is note-worthy. It may also make sense to list specific courses that are relevant  
something else      to the job criteria.]  
you want to  
emphasize]

[Continue with additional pages as needed.]



## Your Name

E-mail:      Address: City, State      Phone:

## TITLE OF JOB YOU SEEK

### WORK EXPERIENCE:

***NAME OF COMPANY*** – *Job Title* (MON YYYY – PRESENT)

- Bulleted list of key accomplishments.
- Front load your bullet points with results first then describe how you did it.
- YOU HAVE ABOUT 6 SECONDS to go in the yes or no pile.
- Use numbers where possible. Numbers show you are results oriented and everyone wants results.

**FOR EXAMPLE:** Current responsibilities include:

- Producing, editing, and filming 40+ promo videos for 10 DWY Group brands and C-level executives.
- Meeting with marketing supervisors to learn goals and how videos can add value to their teams.
- Creating dozens of video intros/outros and lower thirds with Adobe After Effects.
- Filming and co-producing dozens of videos in collaboration with team for each franchise brand.
- Collecting and archiving hundreds of hours of b-roll footage and project assets for easy access.

***NAME OF COMPANY*** – *Next Most Recent Job Title* (MON YYYY – MON YYYY)

- One sentence description of the most important result you created.
- One sentence description of the next most important result. (Add more bullets/sections as needed.)

***NAME OF COMPANY*** – *Next Most Recent Job Title* (MON YYYY – MON YYYY)

- One sentence description of the most important result you created.
- One sentence description of the next most important result. (Add more bullets/sections as needed.)

***NAME OF COMPANY*** – *Next Most Recent Job Title* (MON YYYY – MON YYYY)

- One sentence description of the most important result you created.
- One sentence description of the next most important result. (Add bullets/sections as needed.)

### EDUCATION:

***UNIVERSITY OF HARDKNOCKS, City, State*** – *Degree, Major, GPA: if noteworthy* (MON YYYY)

- If you don't have a degree, list relevant coursework, certifications, seminars, any significant educational accomplishments.

### ADDITIONAL CATEGORIES:

- Add any additional categories of accomplishments, such as specific technical or computer skills, awards, affiliations, volunteer or community involvement, etc. You may not include all these extra categories every time you send your resume but it's smart to list them in your Master resume.
- You can also list films, research, art shows, published writing in these additional categories.

**>>>Your first goal is to capture everything and include it in a Master Resume (or C.V.). Then you will use this document as the starting point and cut out irrelevant items for each job depending on what you want to emphasize. For most people, the actual resume you send should be 1-2 pages.**



## Your Name

E-mail:      Address: City, State      Phone:

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## TITLE OF JOB YOU SEEK

### Skills Summary

3-5 sentences or bullet points summarizing the most important skills, accomplishments, training showing evidence you can do the job for which you are applying. You must really impress the reader. Your goal is to describe for the reader how what you've done in the past (results and accomplishments) is *relevant* to what you can do for them in the future. You can write in first person ... I did this ... I'm really good at that ... I can help you significantly cut costs. End with a call to action such as ... *I look forward to discussing how my [most relevant skill or ability] can help [Name of Company] [benefit you will offer the company]*. Example: *I look forward to discussing how my exceptional sales ability can help Name of Company get more profitable clients.*

### Professional Accomplishments

#### *Major Accomplishment 1*

- Expand on your top 3 accomplishments and how each relates to the job
- Describe any skills you used to complete each major accomplishment
- Share measurable results that back up your ability

#### *Major Accomplishment 2*

- These bullets don't have to be complete sentences
- **Bold two or three key items** you want the reader to notice

#### *Major Accomplishment 3*

- Keep to one page if at all possible
- Instead of 12-point type, you can use 11-point type if you need to but no smaller

### Work Summary

*Job Title 1*, COMPANY NAME, City, State, 2015-2018 (years worked, no months)

*Job Title 2*, ... only list jobs for the last 10-15 years unless ... (see next line)

*Earlier Experience includes: Relevant Job Title* (prior to 10-15 years ago), COMPANY NAME

### Education

Degree, major, Name of School, City, State, Year