



tools for career success
your career your way

Master Resume Bootcamp Questions

Why haven't I ever heard of a master resume?

Most people think the resume they use for a job application is the only resume they need. A master resume grows with you throughout your career. It becomes your career's life history. It contains all the information you put on a professional resume, along with a lot of details you don't use on the final resume.

Recruiters and resume writers want you to come to them over and over as you move up the ladder. That's how they earn a living. What do you spend most of your time doing? Filling them in on your job history and explaining what you do, why you left previous positions, and what you want to do now.

So, why do I teach you how to do what I do? There will always be people who can't, or don't want to, do their own resume. Even if you choose to have your resume done, you'll have the information easily available and understand the process.

How will a master resume help me?

What's the first thing you do when you want to apply for a new job? If you are like most people you scramble to update your last resume, if you have one. You hope you remember all the important details. You do a quick spell check. If you have time, you ask a friend to read it—maybe someone who doesn't even understand what you do. Then, you hit send and cross your fingers.

What's wrong with this method? There are usually well over 100, often upward of 200, applications per opening. How much chance is there you will stand out in the crowd using that system? Do you see why you don't get more calls and interviews, even with good skills and a great work history?

What's the point? Let me make it easy.

- The most important point is *accuracy* of dates, names, numbers, and job details.
- Next most important is *consistency*. You reuse this information many times. As years go by, your memory fades.
- The *quality of your resume doubles* when you don't have to search for information or pull it from "memory" every time you apply for a job. Better quality equals more interviews, which equals more potential job offers.

Why does that matter? Who will know or care ten years from now? Maybe no one. But what if,

- you decide to apply for a job in security, banking, government, military, medical, law enforcement, or some other field that does extensive background checks.
- you work, or will work, in an area with very high-level security, such as a lab or research facility.
- you get a job that requires international travel.

Did you notice how many industries that list covers?

There are thousands of career possibilities that require above average detail from employees or prospective employees. If you don't have it and someone else does, guess who gets the job?

Are you willing to pass up that many possibilities?

Complete and accurate details matter as much for a receptionist as for a scientist. You must document the background information accurately, and you may need to affirm the information with a polygraph for some jobs.

Why is this course a bootcamp?

Because a bootcamp is usually a one-time, intensive exercise to prepare a person for what is to come. This is the ideal outcome for you too. **If you do the work, you only need to do it once.** After that, you only need to spend a few minutes two or three times each year to maintain your master resume.

How will the master resume benefit me?

1. You'll be able to quickly pull relevant information for applications and interviews.
2. You'll be able to easily find information to make every resume match the job, giving you a much better chance of being among the top candidates.
3. You'll be able to easily grab important information that will enhance your resume and the cover letter.
4. You'll have the foundation built to use the other tools offered in the Tools For Career Success courses.

Bonus Tip:

Everyone should also collect and document personal information. That includes former/changed names, former addresses, birth/death/divorce dates and locations, I suggest you round up this personal information and document it while you build the master resume.

Why go through the pain twice? Besides being handy for job applications, it's also good to have that information for emergency records in case of a disaster. It can be hard to reconstruct this information if records are destroyed.