

Career Source of Truth & Master Resume

This document is designed to keep your complete career history in one searchable location. Use it to preserve important details about your roles, responsibilities, accomplishments, projects, skills, tools, and measurable results before that information is forgotten or lost in years of older résumé files.

Unlike a résumé submitted for a job, this document should be detailed. It is the complete historical record you can refer to whenever you need to update a résumé, complete an application, refresh an online profile, prepare for an interview, or review the direction of your career.

How to Use This Document

- Add new roles, responsibilities, projects, and accomplishments as they happen.
- Include more detail here than you would place on a résumé.
- Record metrics and results while they are still easy to verify.
- Keep older experience, even when it does not seem relevant today.
- Use consistent headings so information is easy to search and browse.
- Remove confidential, private, or proprietary information.
- Review the document periodically and add details you may have missed.

This document does not need to be completed all at once. Start with your most recent roles and gradually work backward through your career.

Career Timeline

Use this table to maintain a quick overview of your complete work history and confirm employment dates.

Include relevant:

- Full-time and part-time positions
- Contract and freelance work
- Self-employment
- Internships and apprenticeships
- Seasonal employment
- Volunteer positions
- Significant independent work

Add multiple rows when you held more than one position at the same company.

Company or Organization	Job Title	Start Date	End Date

Master Career History

Duplicate the following section for each position.

Company or Organization | Job Title

- **Employment type:** [Full-time, part-time, self-employed, freelance, contract, etc.]
- **Dates:** [Month Year–Month Year or Present]
- **Location:**
- **Location type:** [On-site, hybrid, remote, or not applicable]

Role Overview

Write a short paragraph explaining what the position fundamentally involved. Write this in plain language so someone unfamiliar with the company or title could understand the position.

Helpful details may include:

- What the company, department, or product did
- Why the role existed
- Who you supported
- The primary purpose of your work
- How the role changed or expanded over time

Responsibilities

Document the meaningful responsibilities you handled. Include work that may not have appeared in the official job description, especially when you took on additional responsibilities or created new processes and resources.

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Accomplishments and Results

Record meaningful improvements, launches, completed initiatives, recognition, and business or user outcomes. Include accurate metrics when available, such as:

- Number of people trained or supported
- Documents, courses, or resources created
- Time or money saved
- Errors or delays reduced
- Processes improved
- Participation or adoption increased
- Projects, programs, or products launched
- Customers, locations, or departments supported
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Problems Solved

Document important examples of friction, missing resources, unclear processes, or other problems you helped resolve. Add more examples only when useful.

Example 1

- **Problem:** [What was difficult, missing, inefficient, or unclear?]
- **Action:** [What did you personally do?]
- **Result:** [What changed or improved?]

Example 2

- **Problem:** [What was difficult, missing, inefficient, or unclear?]
- **Action:** [What did you personally do?]
- **Result:** [What changed or improved?]

Key Projects

Use this section for significant projects that deserve more detail than a résumé bullet. Repeat for additional major projects as needed.

Project Name

- **Purpose:** [What needed to be created, changed, launched, or improved?]
- **My contribution:** [What did you personally do?]
- **Result:** [What changed or improved?]
- **Skills and tools used:** [Add relevant skills, software, platforms, or methods.]

Skills and Tools

Only include skills and tools you actually used in this position.

Skills used:

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Software, platforms, and tools:

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Reusable Career Content

Use this section to preserve polished language that may be helpful later.

Short Role Summary

[Write a concise version of the role that could be adapted for a résumé, application, professional profile, or biography.]

Master Bullet Bank

Maintain more bullets here than you would use on one résumé. These bullets can be shortened, reordered, or adapted later without changing the underlying facts.

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Supporting Materials

List any materials that may help you remember or verify the work. Do not store confidential information in this document. Instead, record where an approved or private source is located.

Examples:

- Résumés containing this role:
- Job descriptions:
- Performance reviews:
- Project files:
- Work samples:
- Presentations or documents:
- Websites or published work:
- Awards or recognition:
- Other supporting records:

Additional Notes

Use this space for information that may be useful later.

Examples:

- Promotions or title changes
- Contract-to-employee transitions
- Company name changes, acquisitions, or closures
- Overlapping positions
- Employment gaps that may need explanation
- Responsibilities inherited later
- Dates or metrics that still need confirmation
- Reasons an official title did not reflect the full scope of the role

End of job details section. Duplicate the above section for each position.

Master Skills List

Use this table to maintain a consolidated list of the skills you developed throughout your career.

This section can help you:

- Remember skills used in older positions
- Identify recurring strengths across your career
- Confirm where and how a skill was developed
- Update résumés, applications, or professional profiles
- Recognize transferable skills between industries
- Identify skills that may need refreshing

Use plain language and include alternate terminology when useful. For example, work you once described as “creating instructions” might also support terms such as technical documentation, process documentation, user guides, or knowledge management.

Skill	Roles Where Used	How It Was Used	Approx Amt of Experience

Tools and Technology

Maintain a consolidated record of software, platforms, equipment, and technology used throughout your career. Include both current and older technology. Historical tools may still help demonstrate your experience with related processes or explain how your technical skills developed. Avoid assigning yourself a proficiency level unless it is meaningful and you can define it consistently.

Tool or Platform	How It Was Used	Associated Roles	Approximate Timeframe

Metrics and Accomplishments Bank

Use this section to preserve important numbers and results that may otherwise be forgotten.

Examples may include:

- People trained or supported
- Documents, videos, courses, or resources created
- Projects completed
- Teams, locations, or customers supported
- Time saved
- Costs reduced
- Revenue supported
- Errors reduced
- Quality improvements
- Participation or adoption increases
- Inventory or order improvements
- Satisfaction results
- Process turnaround times

Clearly label approximate numbers and verify them before using them publicly.

Metric or Accomplishment	Associated Role or Project	Timeframe	Notes

Education, Certifications, and Professional Development

Include professional development that may help explain when or how you gained important skills.

Education

School or Organization	Degree, Program, or Field of Study	Dates	Notes

Certifications and Credentials

Certification or Credential	Issuing Organization	Date Earned	Expiration or Renewal

Courses, Workshops, and Other Training

Course or Training	Provider	Date	Skills or Topics Covered

Career Highlights

Use this section to preserve especially important accomplishments from across your career.

These may include:

- Major programs or products launched
- Significant process improvements
- Promotions
- Awards or recognition
- High-impact projects
- Career transitions
- Leadership opportunities
- Publications or presentations
- Important professional milestones

Highlight:

- What happened:
- Associated role or timeframe:
- Why it was important:
- Supporting result or evidence:

Repeat as needed.

Future Updates

Use this section as a reminder list for information that is incomplete or needs to be added later. Review this list whenever you update the document.

- Missing employment dates:
- Titles or company names to confirm:
- Older résumés to locate:
- Job descriptions to find:
- Accomplishments to document:
- Metrics to verify:
- Projects to add:
- Skills to record:
- Tools or technology to add:
- Work samples to locate:
- Certifications or courses to confirm:
- Supporting files to organize:
- Recent responsibilities not yet documented:

Suggested Update Schedule

Even brief updates can prevent valuable details from being lost.

Update this document:

- When starting or leaving a role
- After completing a major project
- When your responsibilities change
- After receiving measurable results
- After learning a new skill or tool
- After receiving an award or meaningful recognition
- Before information is removed from company systems
- At least once or twice each year

Final Tip

This document is not the résumé you submit.

A submitted résumé is a short and selective summary created for a particular purpose. This document is the detailed historical source behind it.

It should contain enough information that you do not need to search through decades of old files whenever you need to remember a date, accomplishment, project, skill, tool, or responsibility.

Your résumé is the highlight reel. This is the complete archive.