Connect to Your Career

6-5 Master Résumé

1. Open the following files you recently completed:

• 6-3 Résumé Heading, Objective, and Profile

• 6-4 Résumé Experience, Education, and Special Skills

2. Using the résumé template on page two of this document, copy and paste each piece of information into the appropriate section of this document.

3. When you are finished, run a spell check and proofread the document.

4. Save your Word document as *FirstnameLastname*\_MasterResume.docx (i.e., JohnSmith\_MasterResume.docx)

5. Next, save the MasterResume file as a plain text document. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterResume.txt to match your word document.

6. Next, save the MasterResume file as a PDF document. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterResume.pdf to match your word document.

7. Next, save the MasterResume file as a web page document. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterResume.htm to match your word document.

<<Place Your Name Here>>

<<Place Your Address Here For a Hard Copy Résumé>>

<<City and State for a Hard Copy Resume>>

<<Place Your Preferred Contact Phone>>

<<Place Your Professional e-Mail Address>>

**OBJECTIVE**

<<Place Info Here>>

**PROFILE**

<<Place Info Here>>

**EXPERIENCE**

<<Place Info Here>>

**EDUCATION**

<<Place Info Here>>

**SPECIAL SKILLS**

<<Place Info Here>>