

Making a Running

Resume



What is a Running Resume

A running resume, also called a resume inventory or master resume, is a list of all things that you could potentially add to your resume. You include much more than what you would need for a regular resume. You use this running resume to pull out the relevant information and put that on the one or two page resume you will hand in to employers. These are created to help balance the time it takes to customize your resume, and to help you keep track of all that you have done.

How do you make a Running Resume

Step 1:

Identify the platform that works best for you. For some people google docs might be the best choice while others prefer microsoft excel. As long as it makes sense to you and gives you an easy time when transferring the text to a resume, the platform will work.

Step 2:

The next step is to identify and write down all of your experiences, awards, accomplishments, education, skills, volunteering, and anything else you might want to include. Make sure to keep organized and write down a few important things:

- Position title.
- Company Name.
- Company Location.
- Dates of experience.
- Contact information of employer/volunteer coordinator/etc.
 - You never know who might be a good reference or if you'll need to contact them again.

Step 3:

Try to describe your experience and skills in as many bullet points highlighting different skills and experience as possible. You want to write down more than you would need to include on a resume so that you have options when customizing. If you end up having to add bullet points in your resume because you hadn't covered it in your inventory, then be sure to add it to your running resume!