

# Megaresumes

## ***What is a Megaresume?***

A Megaresume is a complete catalogue of YOU. It can be online or in hard copy -- usually a binder. A Megaresume holds the total collection of evidence of your skills, accomplishments and education -- from which you may choose to extract portions to use during an interview with a prospective employer. (The portions from your Megaresume that you use in interviews are together referred to as a “portfolio”.)

Your Megaresume is a place where you can keep the documentation of all your past, current and future work experience, professional development, leadership activities and education throughout your professional career. It is a place where you can demonstrate your creativity in a hands-on way. It is a place for you to keep track of the details of your work experience -- from your offer letter, to your salary history, to the names of your supervisors.

It is also a repository for you to keep track of your own career development. In the Internal Section of a Megaresume, you can keep copies of results of self-assessments, your reflections on career directions, and the results of career exploration that you conduct over time. A Megaresume is a good place to keep track of your skills, interests, and preferences and how they change over time. It is an excellent place to keep a record of your values and career goals -- and your measurements of your progress.

As the name implies, a Megaresume is *much more* than a resume or a portfolio. Resumes and portfolios are targeted tools to help you look your best to prospective employers. A Megaresume is the complete inventory from which you select items for inclusion in a resume or portfolio. (More on portfolios at the end of this handout.)

## ***Why have a Megaresume?***

In today’s rapidly changing world, a Megaresume helps you document your personal and professional growth and progress -- a work in progress throughout your career. In this way, you can get a sense of your assets, and derive satisfaction and purpose when you reflect on your accomplishments. The act of preparing your Megaresume and keeping it updated will help you to know yourself more completely, and be able to more accurately select those aspects of your background to include in a resume or portfolio that demonstrates your progress to future potential employers. When you are clear on who you are and what you offer, you are able to more effectively communicate your goals, values, and accomplishments in interviews.

As you continue to develop in your career(s) there will be more and more information you may need for future reference. The Megaresume provides a central location for you to maintain all of your career and job related information. This may include names, addresses, telephone numbers, salary information, references, security clearances, as well as specific tasks and accomplishments. It may seem hard to imagine that you would forget your first supervisor’s name -- but time has a way of fading such facts from memory! Many recent alums move frequently, and having your total compendium -- your Megaresume -- in one place will reduce the likelihood of losing important credentials related to your careers.

## ***How do I get started on a Megaresume?***

Start your Megaresume by completing an inventory of your education, your work experience, your leadership experience, your activities and special skills. Next, collect all the supporting documentation that supports your inventory -- diplomas and certificates, reports or other products; and others. (See examples at the end of this document.) Compile versions of your resume, cover letters, and other job search products you have developed.

Compile all the information you have so far on your self-assessment and career exploration. Include results from assessments and other tests (SATs, GREs, and others). Pull together your journals or reflections on goals, accomplishments, and work values. Consolidate the information you have collected on career exploration, such as informational interviews, analyses of career options, etc.

Review each item and decide what items you might choose to show to potential employers in the future. If so, decide if you need to label items with explanatory notes so that they will be better understood to yourself and others to whom you may show it in the future. (Do it now while you still remember the details!) Labels should be neat, typed, and use a consistent tense and typeface. Protect the items you include in your Megaresume by storing them in plastic page protectors. Keep the total contents of your Megaresume in a sturdy container -- typically in a binder, box or zippered case.

Organize your Megaresume into sections that will allow you to easily find items and replace them if you remove them. If you arrange it as you would organize a resume, it will be easier to identify items to include in a resume, as well as to find items you wish to extract and put into a portfolio.

***What are some examples of information to include in my Megaresume?***

- Table of contents
- Inventory of your education, work experience, leadership experience, activities and skills
- Notes from career research or informational interviews
- Results from career interest assessments or aptitude tests such as MBTI, SII, FOCUS or others
- Professional testing results, such as GREs, SATs, LSATS, GMATs, etc.
- Versions of resumes (note the document name and for what job you created it; consider saving them on a thumb drive just in case)
- Versions of cover letters (same as above)
- Transcripts (non-official is all right) from academic and/or vocational institutions
- Fact sheets that expand on your skills/experiences shown on your resume
- Charts or lists showing hours of time completed in various areas of study
- If you are a very recent grad, commendations or evaluations from student work-study programs such as campus jobs, internships, co-ops, summer jobs, EXTERNships, service learning projects
- Samples of academic excellence illustrating your capacity for hard work and independent learning (reports, papers, projects, displays, videos, programs, etc.)
- Samples from personal studies (reports, binders, projects)
- Certification or licensure documents
- Security clearances
- Brochures describing training events, workshops, events, clinics, lecture series you attended
- Grants, loans or scholarships earned for education

- Certificates of awards and honors or special training
- Letters of nomination for honors, awards or academic honor organizations
- Professional experience evaluations -- such as student teaching, extern, intern, summer job evaluations, fitness reports
- Job descriptions
- Offer letters and salary histories
- Names, titles and contact information for references
- Logs, lists or charts showing effort you expended ( phone calls received, overtime, sales volume, case load, etc.)
- Examples of leadership
- Examples of problem-solving
- Examples of accomplishments
- Letters of recommendations, thank you notes -- from employers, advisors, leaders of volunteer or paid projects you worked on, customers, etc.
- Newspaper or media clippings -- include articles, reviews and/or photos that address your achievements
- Documentation of technical and/or computer skills -- samples of spreadsheets, documents, web pages or other software products
- Evidence of creative experience -- marketing brochures, presentations, drawings, artistic pieces or photos
- Writing samples -- include anything of which you are proud. Include a broad scope of communications skills, such as brochures, newsletters, newspaper articles, stories, plays, poetry or other creative and technical writing such as programs, reports, manuals and technical documentation
- Evidence of research -- include technical papers, presentations, or research results
- Evidence of involvement in campus activities -- such as programs or advertising flyers for events you planned or in which you participated. (Be sure to give group credit when you were part of a team)
- Products showing your leadership qualities ( missions statements, agendas, programming efforts)
- Any other information you feel is important evidence about your career direction and volunteer, work and educational experiences.

If you are interested in teaching, you may wish to additionally include:

- Sample lesson plans
- Videotape of you teaching your best lesson
- Special projects you have completed -- such as a learning activity packet or learning center
- Lesson plans, teaching units or tests you have prepared
- Statement of your teaching philosophy
- Pictures of bulletin boards you have designed
- Extra-curricular activities you planned -- such as information or photos on a field trip or activity you arranged
- Testimonials or notes from students, teachers, administrators, parents that comment positively on your work
- Photos or videos of you working with students

***Remember .....***

**KEEP YOUR MEGARESUME CURRENT!** Review and evaluate your activities on a quarterly basis. Add the best and most appropriate materials that speak to your highest levels of skills and achievement. Include anything that you think might help you in your career or graduate studies. As you develop in your careers, some items may no longer be current -- you might develop a special Appendix for “Archival Storage” of such items.

***So how do I create a Portfolio from my Megaresume?***

A *Portfolio* is a collection of evidence of skills and accomplishments presented in an order and format to achieve a particular purpose -- such as excelling in a job interview. When you identify a target situation for which you want a portfolio, you will select relevant elements from your total collection of evidence -- your *Megaresume*.

First, review the self-assessment portion of your Megaresume and decide what you have to offer and the best way to market your assets. Select examples of skills, experience and evidence you wish to include that support your case. This information will also help you to construct a strong resume for the position you want based on information in your Megaresume.

Your portfolio will represent YOU to a reviewer, so present it in a professional manner. You will probably have different portfolio versions for different kinds of positions. You may create portfolio online or as a hard copy.

If you create a hard copy, don't skimp on the portfolio display system -- buy the best quality cover/binder you can afford. Make the best impression possible a table of contents and explanatory notes. Use a portfolio large enough to handle what you wish to display, but not so large that it is awkward to carry or display.

Before using your portfolio in an interview, have it reviewed by someone who knows, first hand, the expectations of professionals in your career field. Informational interviews with alums and others in your fields of interest provide an excellent opportunity to ask for feedback on your portfolio. The key is to ensure that information and evidence are on-target and that the presentation is impressive.

***How can my Megaresume help me create a resume?***

When it is time for you to prepare a resume in support of a specific position or type of position, go through your Megaresume to ascertain the specific items that would support your case. Check through your internal section and review your research to determine the characteristics of the perfect candidate for the job -- then select the items in your Megaresume that demonstrate in what ways YOU are the perfect candidate.