Master List Template

What is a Master List?

A master list is a list of every relevant job (volunteer position, internship, job, group leadership, etc.) you've held. A master list is a key tool in your job application process. When you create a resume, you'll draw from this list to put underneath your "Experience" section on your resume. Why do you need to list so much? Because you never know what job or experience you've had in the past may qualify you for another job. By focusing on including *all* experiences and their respective skills, you have more to work with. This list will also help you determine what skills to mention in your cover letter.

Role/Title	Organization/Company	Dates	Duties	Notes