The Awesome Me Folder   Created by Sharon Davey

The Awesome Me Folder concept was created by Sharon Davey, author of *Awesome Careers for Gen Ys: easy strategies to create an amazing career and life*.

Why do you need one?

You will do lots of things during the various jobs you have in your life, during any volunteering you do, and during any sporting or community activities that you'll be involved in that you'll forget about at least some of them if they're not recorded. And it makes more sense to register them systematically than have information about yourself in various places or on bits of paper.

Given you will work across a range of roles for a number of employers over the years of your career, it's a good idea to add all the bits of information about yourself to your Awesome Me Folder as the events occur or as you learn a new skill.

How do you use the Awesome Me Folder?

The Awesome Me Folder will be the document that you use to pick gems from to create a tailor-made resume for your next job or course application; as a way of reminding yourself about how fantastic you are; and as a tool for your own self-understanding (a very useful whole-of-life tool).

It would not be appropriate for you to include everything you know about yourself and have all of the things you've ever done in a resume you send to an employer.

Your Awesome Me Folder will list everything about you. It should be something that makes you feel pretty darn good about yourself. It should remind you about how fabulous you actually are because every skill, every attribute and every value you have will be listed there. Everything you've ever done will be in there. It will reflect your uniqueness.

Let's get practical – what should the Awesome Me Folder include?

Item	Notes	Your responses
Name	Abbreviations, etc	
Address	Can be home address or post office box	
Mobile/cell	Make sure your message is suitable for business calls. (Not 'yo bro, how's it goin'? or anything that an employer might think is unprofessional).	
Landline	Not essential	
Email	Check it regularly; don't have an address like partygirl@....	
Skills List	This list may well take up a couple of pages - or more. Add those pages in here. Group them into categories to make it easier to access.	

	Consider recording a competence level against each one.	
Attributes List	Attributes are inherent aspects of yourself.	
Values List	Explicitly knowing these is important for your self-understanding	
Beliefs List	Useful for a global view of you and your career and life. There is usually congruence between your values and your beliefs.	

Employment History	List your most recent roles first and work backwards. See Awesome Careers for Gen Ys for lots more tips.	
Volunteering	Include committees you've been on too.	
Internal committees at work	Useful to include on a resume.	
Formal education	Keep scanned copies of results transcripts	
Training – internal	List everything	

Training - external		
Sport	Include name of sporting club, level, years of involvement	
Hobbies/leisure	Don't include watching TV	
Referees	Select from a big list with each new resume. Make sure you keep contact details up to date.	

Some last words on your Awesome Me Folder - get at least two other people to check it over for two things:

1. Stuff you've forgotten about, skills you haven't recognised about yourself, values they know you have, a course you did, etc.
2. Any grammatical, spelling or typing mistakes you've made. You don't want to perpetuate the same mistakes over a number of resumes. Remember that many employers will pick these up and assume you don't have a good eye for detail or that you're lazy or (worse) ignorant.