lovetoknow
advice women can trust
Logo will not print with document

Combination Resume Example

Full Name
Street or Mailing address
City, State, Zip code
Phone Number • email address

Objective: Include a specific objective statement here.

Summary of Qualifications

- List highlights of your overall experience and qualifications
- This should be major items that uniquely qualify you to be considered for the job
- Number of year' experience in the field or position level
- Key competencies that uniquely qualify you for the position sought
- Impressive career accomplishments relevant to the job
- Special certifications and credentials related to the job
- Etc.

Key Skills

- Detail specific skills related to the position sought
- These should be things that you know how to do that are related to the job
- Such as specific software expertise
- Specific task-related skills
- Specific people skills
- Etc.

Education

Field of study, type of degree or credential, name of school; if still enrolled include expected completion date. Note: Start with highest level of education completed. If you have a college degree, you don't need to include high school.

Professional Experience

Company Name, Job Title Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position.

Company Name, Job Title Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position.

Company Name, Job Title Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position.

References: Available upon request