

Combination Resume

A combination resume emphasizes your skills and work experiences. Use this format when you have work experiences, especially if they are relevant to the position, as well as skills directly relating to the position you are applying for.

First and Last Name

Street Address
City, State Zip Code
Phone Number
Email Address

Skills can be obtained from all types of experiences – paid work experiences, internships, class projects, campus activities, volunteer or community opportunities, summer jobs.

OBJECTIVE: (PERSONAL STATEMENT) (optional)
Brief statement indicating the specific position you are applying for

EDUCATION:

List your college degree(s) and major/minors/concentrations
Include the name of the academic institution and location
Honors and GPA are optional
Date of graduation

QUALIFICATIONS (OR SKILLS):

List relevant skills that pertain to the position

RELATED (OR RELEVANT) EXPERIENCE

Job Title Month/Year – Month/Year
Name of Organization/Company City, State

- List jobs starting with your most recent first
- Remember to start your job duties/tasks with action verbs (not “I”)
- In your duty bullets include complexity of tasks, level of supervision, accomplishments, outcomes. Try to include any duties/tasks that relate to the position you are now applying for.

OTHER EXPERIENCE (List in same format as related experience)

Job Title Month/Year – Month/Year
Name of Organization/Company City, State

- Bullet statements of what you did

ADDITIONAL SECTIONS

Leadership/Involvements
Volunteer/Community Opportunitites
Professional Affiliations
Clubs/Organizations
Honors/Awards

Relevant Experience is very important on your resume. It shows practical application of your academic learning. Be sure to include internships, part-time, class projects, volunteer, contract experiences.

Other experiences can be briefly stated, but add supportive skills obtained through the work experience. Employers are eager to see work experience.

Add any additional sections to show your accomplishments and experiences. This adds to your qualifications and strength as a candidate.