

A combination resume emphasizes your skills and work experiences. Use this format when you have work experiences and skills that are relevant to the position.

First and Last Name

Street Address

City, State Zip Code

Phone Number

Email Address

OBJECTIVE (PERSONAL STATEMENT)

Brief statement indicating the specific position you are applying for (optional).

EDUCATION

List the name of the academic institution and location
Include your college degree(s) and major/minors/concentrations
Honors and GPA are optional (GPA should be above 3.0)
Date of graduation

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

QUALIFICATIONS (OR SKILLS)

List relevant skills that pertain to the position

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

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 job duty bullets include complexity of tasks, level of supervision, accomplishments, and outcomes. Try to include any duties/tasks that relate to the position you are now applying for.

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

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

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

ADDITIONAL SECTIONS

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

Mary Maverick

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Objective To obtain the Field Technician Position with the Bureau of Land Management where I can contribute my academic training, practical experience, and genuine concern for our natural resources.

Education **Colorado Mesa University**, Grand Junction, CO
Bachelor of Science, May 2014
Major: Environmental Science and Technology

Skills

- Communication/Customer Interaction
- Field Data Analysis
- Database Creations
- Wildlife Surveying
- Proficient in GIS and CAD
- Ecology Restoration

Relevant Coursework

- Soil Science and Sustainability
- Fire Ecology
- Applied Atmospheric Science
- Water Quality

Senior Capstone Project

Spring 2014 Colorado Mesa University Senior Program Project, Grand Junction, CO
Group Member

- Worked on group project with three classmates; developed a land analysis for Western Star
- Gathered soil samples, calculated land grade, and evaluated water flow from nearby stream
- Analyzed benefits and risks in placing a new building on the location site without disrupting the natural landscape and environment
- Presented research finding to Western Star representatives, professors, and students by using a PowerPoint with graphs and demonstrations

Internships

May 2009 –Feb. 2009 Environmental Protection Agency, Grand Junction, CO
Summer Intern

- Collected water samples from the Colorado River to analyze for public safety
- Facilitated special events promoting clean recreation in natural environments
- Provided customer service at the EPA office by answering phone calls, emails and public inquiries

Community Activities

May 2009 Water Conservation Project, Grand Junction, CO
Volunteer

- Held town meeting to inform Grand Junction citizens of ways to reduce water usage
- Helped with a table at the county fair; passed out water conservation materials to raise public awareness

Work Experience

Nov. 2008 – Feb. 2010 Best Buy, Grand Junction, CO
Cashier

- Responsible for cash register; balanced money drawer at the end of shift
- Provided exceptional customer service for customers with concerns or questions
- Encouraged a store-wide consciousness in recycling paper, plastic and glass

Awards

Dean's List: Fall 2009, Spring 2010, Fall 2010
Kiwanis Scholarship: \$500 per semester, must maintain a 3.5 GPA and be active in community