

Combination Resume Worksheet

This flexible type of resume allows the employer to see how your previous positions may **connect** to the position you are applying for-- at a glance. The **combination resume** affords you the opportunity to **pull positions** from anywhere in your work history that are related to the position that you are applying for and, then, **group** them under a **functional sections heading** in chronological order. See the attached sheet entitled **Resume Section Headings** for examples. The format is helpful when you have had jobs/positions that are **similar** to the position that you are applying for, but those positions have not been consecutively one after another. In addition, the format will allow you to highlight your relevant experience to the employer at the beginning of your resume.

YOUR NAME

Address, City, State, Zip Code - Phone Number - Professional E-mail

SUMMARY OF QUALIFICATIONS

Consider 2-3 sentences that describe your transferable skills relevant to the sought-after position. May include: number of years of experience, industries, special skills and/or traits. A summary is sometimes more useful than an objective because it concisely highlights your skill sets below.

EDUCATION (Typically, the highest degree conferred is listed before any certification. See examples.)

_____ *Relevant certification, licensure and coursework may also be appropriate for*

Degree Level (degree or certification program)

Name of school _____ **Location of school (city & state)**

Relevant Courses:

_____	_____
Date of completion	Degree /Certification

SECTION HEADING

*What **relevant transferable skills** do your previous positions have in common? Are they related to the position you are seeking? Group them together in the "Section Heading". Example: "Customer Relations," "Administrative Experience," "Leadership Experience," etc. List related jobs chronologically below the heading. Section headings help highlight and grab the employer's attention as well.*

_____ **Job Title or Intern** _____ **Location of Employer (city & state)**

_____ **Name of employer** _____ **Dates (year)**

- _____
- _____
- _____

Under each experience, you can write 3-4 descriptive lines about accomplishments; skills, used, learned or developed, as well duties performed. Use action verbs and quantify your results.

Job Title or Intern

Location of employer (city & state)

Name of employer

Dates (year)

- Descriptive line _____
- Descriptive line _____
- Descriptive line _____

SECTION HEADING II

*If you've had many "survival jobs" or jobs **not** directly related to the position you are seeking, you can group jobs that have an important common trait under another transferable skill heading. This time, remove the descriptions to minimize these jobs. See sample.*

_____' _____' _____' _____'
Job Title or Intern Employer Name Location Dates

_____' _____' _____' _____'
Job Title or Intern Employer Name Location Dates

_____' _____' _____' _____'
Job Title or Intern Employer Name Location Dates

PROFESSIONAL ACTIVITIES

- _____
- _____
- _____

List any professional organizations you are in and the date of involvement. As well as professional development that maybe related to the position for which you are applying to.

Review finalized resume samples to see how it can all comes together! **When typed, the resume should typically be 1-2 pages depending on your relevant experience, education, and the type of job you are seeking. Good luck!**



