

Outline for a Combination Resume

The following resume template lists the information you need to include on your resume. Use this resume template to generate a list of information to include on your resume then format your resume into a customized resume to send to employers.

Contact Information:

The first section of your resume should include information on how the employer can contact you.

First Last Name _____
Street Address _____
City, State, Zip _____
Phone (Cell/Home) _____
Email Address _____
LinkedIn URL _____

Objective (optional) – Job title, and reason to hire you

Career Highlights / Summary (optional): Lists key achievements, skills, strengths, and experiences that are relevant to the position for which you are applying. By highlighting your important experiences, this lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

Work Experience:

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company #1 _____ Dates Worked _____
City, State _____
Job Title _____
Responsibilities / Achievements _____

Company #2 _____ Dates Worked _____
City, State _____
Job Title _____
Responsibilities / Achievements _____

Education/Training:

In the education/training section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

College, Degree _____
Awards, Honors _____

Skills: Include skills related to the position / career field that you are applying for i.e. computer skills, language skills. This section can be located at the top of the resume.