

TEMPLATE - Combination Resume

Your First and Last Name

Address, City, State, ZIP

Phone Number

Email Address

OBJECTIVE

Position title (*name of the job you are applying for*) with (*name of company with the job opening*) in (*name of the city and state where the company is located*).

PROFESSIONAL EXPERIENCE

SKILL AREA ONE

- Use 3-6 skills statements that best match the position posting announcement
- List your skills in the order they are presented in the position posting
- What you see first is often the most important qualification or skill that the employer wants to find when they advertise a job opening
- Create an account at CareerForceMN.com if you need helpful lists of the tasks, tools and technology, plus knowledge, skills and abilities for your current or previous job titles

SKILL AREA TWO

- Place your strongest skill at the top of each Skill Area section
- Use relevant information from any job that you listed in your employment history
- Do not include a Skill Area that is not supported by past employment

SKILL AREA THREE

- Make your resume easy to read and understand: think of it as your personal marketing brochure
 - Avoid uncommon acronyms or terms the person reviewing your resume may not understand
 - Start each statement with a verb that shows the reader what you did, and what your results were
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EMPLOYMENT HISTORY

(Include jobs back to 15 years if they are relevant to the job opening or you need the years of experience to be qualified. Typically, go back no more than 10 years for your employment history.)

Job Title, Company Name, City, ST

YEAR – YEAR

Job Title, Company Name, City, ST

YEAR – YEAR

EDUCATION

Your Degree, Certification or Certificate, Your College, City, State (Omit year if more than 5 years)

- Include your GPA if over 3.0 and degree, certification or certificate was completed in last 5 years
 - If no degrees keep same format and include credits earned or anticipated graduation date
 - If a high school diploma or GED[®] is your highest education level, be sure to include it
 - Omit listing your high school if you have attended a post-secondary educational institution
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AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

(List company sponsored training, awards or certifications that best match the job opening requirements.)