RÉSUMÉ TEMPLATE - COMBINATION

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Your contact information - You may include LinkedIn

Your name (Address is optional)

OBJECTIVE
A description of the type of position you are seeking and the skills you will use.

PROFESSIONAL PROFILE

Objective is an optional section. If you use it be specific about the type of work this résumé is focused on.

- number of months/years experience in a related position or fiel
- related education, training and/or certific tion
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

EDUCATION

Format important information such as your degree or position titles in bold.

Put your education near the top of the résumé. Once you have started your degree, it is common to remove high school.

Degree   Date of graduation
Name of institution, location (city and province)

RELEVANT COMPETENCIES

Competency heading

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

- This is the heart of a skills-based résumé. Include descriptive accomplishment statements from your education, work and volunteer experiences.
- Whenever possible, quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.

Competency heading

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

- Group your statements into three or four subsections that are relevant to your objective. Ensure that it is clear which experience each statement connects to.

Competency heading

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

- Make sure to balance this part of the résumé by having the same number of bulleted action statements under each competency name heading.
- Consider 3-4 competency headings and 3-4 accomplishment statements.

Put your name and "page 2" in
the header of the second page.

WORK EXPERIENCE

List your relevant work
experiences in reverse
chronological order.

Position title
Name of organization, location (city)
Description of role/responsibilities (if appropriate)

• Accomplishment statements

Start date - end date

Include start and end
months in your dates.

Position title
Name of organization, location (city)
Description of role/responsibilities (if appropriate).

• Accomplishment statements

Start date - end date

Position title
Name of organization, location (city)
Description of role/responsibilities.

• Accomplishment statements

Start date - end date

Position title
Name of organization, location (city)
Description of role/responsibilities.

• Accomplishment statements

Start date - end date

COMMUNITY INVOLVEMENT

List your volunteer/community experiences in
reverse chronological order.

Position title
Name of organization, location (city)
Decription of role/responsibilities.

• Accomplishment statements

Start date - end date

Include start and end months

Position title
Name of organization, location (city)
Description of role/responsibilities (if appropriate)

• Accomplishment statements

REFERENCES

Typically references will go on the third page to allow for easy edits and revisions. You can include your references or have the statement
"References available on request".

If the names of your references will be known to the reader and add to your credibility, you may want to include them. Your references should not be
contacted until after you interview. Make sure to ask permission before you list someone as your reference.
Your references should be three to four people who know you well from work, education or volunteer experiences.

Work references are often the best, however academic references may also be considered.

University
of Victoria