

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 name

Your address

Your contact information

OBJECTIVE:

A description of the type of position you are seeking and perhaps the key types of skills you see yourself using

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

PROFESSIONAL PROFILE

- # of months/years experience in a related position or field
- Related education, training and/or certification
- 2 or 3 of your strongest related competency areas
- A short list of relevant technical/computer skills
- 2 or 3 of your strongest related attributes

Professional profile is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

EDUCATION

Degree

Name of institution, location (city)

Date of graduation

- Relevant courses: a list of 4 to six courses that relate to your objective
- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

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

Put your education near the top of the résumé when it is relevant for the work you are seeking. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

RELEVANT COMPETENCIES

Competency type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Competency type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Competency type

- 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. 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.



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

Your name

page 2

WORK EXPERIENCE

List your relevant work experiences in reverse chronological order.

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

Include start and end months in your dates.

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

List your volunteer/community experiences in reverse chronological order.

COMMUNITY INVOLVEMENT

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

Include start and end months in your dates.

Position title

Name of organization, location (city)

- Accomplishment statement
- Accomplishment statement

Start date - end date

REFERENCES

Name of reference, position

Organization, location (city)

Phone number

Email

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. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Name of reference, position
Organization, location (city)

Phone number

Email

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.