

COMBINATION RESUME TEMPLATE

Name	
Address	
Telephone/Cell Number	
Email	
Linked In	

Objective and or Career Summary Statement

(Use this space to state a powerful 2-3 line description of the type of work you do and the problems you solve.)

Skills and Experience

(List skills related to your objective and state your specific experience in that skill area. Repeat as often as necessary to list your best skill sets.)

Skill Category
•
•
•

Work Experience

(List your employment history from the most to the least recent position. Remember to include relevant volunteer work.)

Position/Job Title	(Period of Employment)
Name of Company	
Location (Optional)	
Duties and responsibilities	• (use action verbs in point form to describe results achieved)
	•
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Education and Training

(List all relevant education and training in the same way you listed your work experience.)

Course of Study (Diploma or Degree)	Date (Years are optional.)
Name of School and Location	

Awards and Certificates

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References

Available upon request