

**COMBINATION RESUME EXAMPLE**

**YOUR NAME**

Address (city & state only)

Phone Number

Email

**SUMMARY OF QUALIFICATIONS**

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- Use 4 to 6 bullets to highlight your qualifications and strengths that would distinguish you from the other candidates
- Focus on ACCOMPLISHMENT STATEMENTS that showcase your experiences, skills, service, and outcomes that relate directly to the position you are applying
- Example: 5 years as a business professional with strong focus on accounts payable.

**Professional Accomplishments**

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**Key Skill (Example: Communication Skills)**

- Use bullets to describe the work performed in using this skill.
- Highlight details such as totals, quantities, and any other measurable information.
- Start each bullet with an action word (Example: Created, Trained, Developed)

**Key Skill (Example: Leadership Skills)**

- List the most relevant points first
- Refer to the example above for what to include here

**PROFESSIONAL EXPERIENCE**

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**Position Title**

(Dates Employed) 2010 – Present

Company Name, City, State

- Use bullets to describe the work performed in this position. Describe your accomplishments.
- Highlight details such as totals, quantities, and any other measurable information.
- Start each bullet with an action word (Example: Created, Trained, Developed)

**Position Title**

(Dates Employed) 2005 – 2010

Company Name, City, State

- List the most relevant points first
- Refer to the example above for what to include here
- Cover at least 10 years of experience, if able

**EDUCATION**

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Degree and Emphasis Area or Minor  
School Name, City, State

Date of Completion