



Combination Resume -Example

Your Name
Street - City, State Zip - Phone - Email

OBJECTIVE

Very concisely state what job you would like next.

SUMMARY OF QUALIFICATIONS

Summarize your qualifications across all positions and industries. Combine them into a polished statement.

For example:

Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the software, hardware and wireless industries.go on to craft a statement that includes your overall qualifications without going into too much detail. Think of this as an opening statement or a thirty thousand foot view of you.

PROFESSIONAL ACCOMPLISHMENTS

Use bullet format to make point-by-point highlights of your accomplishments. This should provide more detail without being too long.

For example:

- o *Developed core piece of the new platform that increased operating speed by 20%.....Think about the things you've accomplished. Remember the SAM method (Saved, Achieved, Made) and list what you've done in these areas. If you haven't "Saved" your company or project any money, time or anything else, it's okay not to include that. Just use this as a guide.*

WORK HISTORY

This should list all jobs with titles, company names and dates of employment

For example:

- o *Software Developer, XYZ Company, Oakland, CA: 2004 - 2008*
- o *Programmer, ABC Corporation Oakland, CA: 2003 - 2004*

EDUCATION

Name of School *(list the City and State if desired)*

Degree, Major *(GPA and year of graduation are optional but may be asked for by some employers)*

References and work sample available upon request