COMBINATION RESUME WORKSHEET

Name: _____
Address: _____
City, State, Zip: _____
Home Phone: _____
Work Phone: _____
Email: _____

SUMMARY (Thirty words or less about your career, including your scope of responsibilities, industry, skills, personal traits, etc.) _____
_____

RELEVANT ACCOMPLISHMENTS
Action verb (e.g., organized, developed), + what you did + outcome or result

- _____
  _____
- _____
  _____
- _____
  _____

WORK EXPERIENCE (Most recent employer first)
Employer: _____
City & State: _____
Job title: _____ From 19_____ to 19_____

Employer: _____
City & State: _____
Job title: _____ From 19_____ to 19_____

Employer: _____
City & State: _____
Job title: _____ From 19_____ to 19_____

EDUCATION
School: _____ Location: _____
Degree: _____ Major: _____
Certifications or licenses: _____

PROFESSIONAL TRAINING AND DEVELOPMENT (courses/seminars attended)

- _____ • _____

SPECIAL AWARDS (optional) _____

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS (optional)
_____
_____
_____