

# 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_