

# 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)

\_\_\_\_\_

\_\_\_\_\_