

**Sample Combination Resume – Actual ‘standard’ length - two pages**

**Your Name**

Street Address

City, Province and Postal Code

Phone (including area code), Alternative or Cell phone (including area code)

e-mail address

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**Objective**

**Doing what** (*specific work tasks*) **for/with whom** (*type of industry, client group, area of company*)

**Summary of Qualifications**

- Number of years experience in the field or line of work (and/or)
- Relevant credentials or training, including education (and/or)
- An \*accomplishment desired in the job/work targeted by this resume (and/or)
- A \*competency needed/valued for this job/work (and/or)
- Another \*accomplishment or \*competency or \*demonstrated characteristic needed by the receiver of this resume

*\*(reflected in the details below)*

**Education and Training**

- Degree/Diploma/Certificate, where and when completed/anticipated completion
- Credentials, related and currently held
- Related professional development, courses, conferences, where and when attended

**Experience and Relevant Accomplishments**

**200X – present**

**Job Title**

**Company Name, City, Province**

**Skill Set #1** (*primary skill set for the job above and directly relevant to work tasks*)

- An accomplishment from this job, that illustrates or documents a skill in this skill set
  - A sub-statement elaborating on how achieved or providing context
  - Another sub-statement elaborating or providing context
- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution
- Another accomplishment from this job that illustrates or documents a skill in this skill set, including context

**Skill Set #2** (*another skill set for the job above and directly relevant to work tasks*)

- An accomplishment from this job, that illustrates or documents a skill in this skill set
  - A sub-statement elaborating or providing context for this skill
- Another accomplishment from this job that illustrates or documents a skill in this skill set, including context

**199X – 200X**

**Job Title**

**Company Name, City, Province**

**Skill Set #3** (*another skill set for the job above and directly relevant to work tasks*)

- An accomplishment from this job that illustrates or documents a skill in this skill set, including context

**199X – 199X**

**Job Title, Volunteer**

**Company Name, City, Province**

**Skill Set #4** (*another skill set for the job above and directly relevant to work tasks*)

- An accomplishment from this job that illustrates or documents a skill in this skill set, including context

**Professional Affiliations**

**Organization**

**Membership Since 200X**

**Position Held** (*primary skill set for the job above and directly relevant to work tasks*)

- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

**Organization**

**Membership Since 200X**

**Organization**

**Membership Since 200X**

*References & Portfolio Available*