



Combination Resume Worksheet

This is a general format. Actual content and layout will vary. Not all items are required or necessary.

Name _____

Address _____

Phone _____

Fax _____

Email _____

EMPLOYMENT OBJECTIVE _____

SUMMARY OF SKILLS AND/OR EXPERIENCE

Skill/Experience _____

Description _____

Skill/Experience _____

Description _____

Skill/Experience _____

Description _____

WORK EXPERIENCE

Name of Employer _____ Job Title _____

Address/Phone _____ Dates of Employment _____

Name of Employer _____ Job Title _____

Address/Phone _____ Dates of Employment _____

Name of Employer _____ Job Title _____

Address/Phone _____ Dates of Employment _____

EDUCATION

School Name _____

City/State _____ Dates of Attendance (if recent) _____

Major(s) _____

Degree/Certificate Earned _____

LICENSES AND CERTIFICATIONS _____

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS _____



Resumes and Cover Letters