



# 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 \_\_\_\_\_

