

RESUME SAMPLE (COMBINATION)

NAME

Address City, State Zip

Phone number

Email@mail.com

OBJECTIVE

1-2 sentences tailored to each position. No “I” statements in this or in your resume. (section optional)

SKILLS

- 3-5 bullets – optional. Can also be called Summary of Qualifications.
- Tailor to the job listing, highlighting the qualifications that you want to ensure the hiring team sees. Look for the “preferred qualifications” or “required qualifications” on the job listing

EDUCATION

Major here, type of degree Eastern Washington University Cheney, WA 2009 (expected)

- Can use bullets to highlight GPA – ONLY A GOOD GPA
- Relevant Coursework: (a good way to show what you’ve focused on)
- Okay to put minors, academic achievements, other things that highlight you as a student (all optional)

Combination style resumes are determined by YOUR skillset. The following Experience sections are set because of a specific skillset and desired job. Contact Career Services to find out what your combination style resume might look like.

TEACHING EXPERIENCE

Student Teacher Audubon Elementary Spokane, WA 09/2009 to present

- Facilitate student learning and conduct research in the area of politics and western civilization
- Format all like the one above. 3-5 bullets
- Reverse chronological order, most recent first

Classroom Aide Sheridan Elementary Spokane, WA 01/2005 to 05/2008

- It’s okay to put in volunteer/leadership roles here, including sororities/fraternities leadership
- Also okay: unpaid internships or student teaching

OTHER EXPERIENCE

Bartender The Globe Bar & Grill Spokane, WA 06/2004 to present

- You don’t have to put everything, put the most relevant jobs or jobs that you’ve held for a long time
- Fresh out of school, most students will have 3-4 positions in the Relevant Experience area

WHAT ELSE?

Memberships/Professional Affiliations, Awards/Honors, Volunteer Experience (if you didn’t put in your experience above). Make sure that your resume is showing all of the things that an employer would need to know.

REFERENCES

3-5 professional references

Should go on a **separate page** with the same name/contact information format as above as the header.

List name, position, company, and phone number for each reference. Email is optional to list.

Career Services

Showalter Hall 114 • Cheney, WA 99004-2445 • 509.359.6365 • careers.ewu.edu