





# COMBINATION RESUME WORKSHEET

Career Services (206) 527-3685 North Seattle Community College career.northseattle.edu

NAME  
Street Address  
City, State Zip Code  
(Area Code) Telephone Number  
Email Address

CAREER OBJECTIVE: \_\_\_\_\_

### SUMMARY OF QUALIFICATIONS:

*(Use short phrases to describe your top skills/qualifications)*

\* \_\_\_\_\_ \*  
\* \_\_\_\_\_ \*

### FUNCTIONAL SKILL HEADING:

*(Achievements or results you have produced in this functional area)*

\* \_\_\_\_\_  
\* \_\_\_\_\_

*(Repeat as needed)*

### WORK EXPERIENCE:

*(Start with your most recent job and work backward in time)*

(Year - Year) Job Title  
Company/Organization City, State  
*Brief summary of what you did, accomplished, skills used.*

(Year - Year) Job Title  
Company/Organization City, State  
*Brief summary of what you did, accomplished, skills used.*

*(Repeat as needed)*

### EDUCATION:

(Dates) Degree Major  
School City, State

(Dates) Degree Major  
School City, State

*(Repeat as needed)*

### OTHER SUPPORTING INFORMATION (SOME IDEAS):

ADDITIONAL TRAINING/EDUCATION  
PROFESSIONAL AFFILIATIONS  
LICENSED  
AWARD/HONORS

COMMUNITY SERVICE  
MILITARY HISTORY  
PERSONAL  
VOLUNTEER EXPERIENCE