

Combination Resumé Outline

Your name
Street address or box number
City, province, postal code
Email address
Phone number(s) *(include area codes)*
Fax number *(optional)*
Website *(optional)*

Objective *(optional)*

Describe the type of work you are seeking. (Include this section only if it is not obvious and not described in your cover letter.)

Summary of Qualifications *(optional)*

Briefly describe what makes you a good fit for the job. For example, you might include an overview of your experience, credentials, knowledge and availability.

Skill Title 1

Group your skills and characteristics (from three to six) under skill titles, listed separately. Include skills that are relevant to the position you're applying for, such as Communication, Customer Service, Organizational or Troubleshooting.

Support each skill or characteristic with an example of how you've used it. Examples can come from any area of your life, not just from jobs. For example, under Organizational, describe what you organized and what the results were.

Avoid self-evaluation. For example, under Customer Service, instead of writing "provided excellent service," write "improved customer satisfaction ratings." Even better, tell how much the ratings improved or list any recognition (for example, employee of the week) you received.

Skill Title 2

Skill Title 3

Experience

Position title *(optional)*, 20XX–20XX *(most recent first)*
Employer name
City, province *(optional)*

Position title *(optional)*, 20XX–20XX *(second-most recent)*
Employer name
City, province *(optional)*

Education

List any diploma or certificate programs you have taken. Also list short education, training and professional development courses that relate to the type of work you are applying for.

Diploma, certificate or degree earned; focus of study or training (*optional*), 20XX–20XX

Name of educational institution

City, province (*optional*)

Name of training or professional development course, Month 20XX

Other (*optional*)

Include sections for any other relevant information—for example, Languages, Awards and Honours, or Hobbies and Interests.