

## COMBINATION RESUME TEMPLATE 1

**Your Name**  
 Your Address  
 City, State, Zip  
 (000) 123-4567  
 Your\_Email@email.com

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### OBJECTIVE

Input your objective statement here.

### HIGHLIGHTS

- Highlight your most relevant and important skills and qualifications.
- Keep these clear and concise.
- If it is not relevant to the job you are applying for, do not include it here.
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### EXPERIENCE

**Skill** (i.e. Supervision, Communication, Security, etc.)

- List your experience using this skill.
- List qualifications, certifications, training, etc.
- Ensure you are selling these qualities to the best of your ability.

**i.e.: Supervision**

- “Instructed, trained, and supervised 30 personnel on the use of biohazard material.”  
Etc.
- Make sure what you are listing is relevant to the job you are applying for.
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**Skill**

- Duties, skills
- Accomplishments, awards
- Certifications, qualifications

**Skill**

- Duties, skills

### EMPLOYMENT HISTORY

20xx-Present	<b>Job Title</b>	Company, City, State
20xx-20xx	<b>Job Title</b>	Company, City, State
Example:		
1998-2008	<b>Systems Analyst</b>	U.S. Army
1993-1998	<b>Warehouse Manager</b>	ABC Construction, Denver, CO

### EDUCATION

<b>Branch of Service</b>	Training you received that is relevant to the open position
<b>College Name</b>	Degree acquired/units completed, major course of study, etc.

### SKILLS

- List other relevant skills you may have here (if you haven’t mentioned them elsewhere)
- (i.e. “Proficient with MS Word, Excel, Access, etc.)
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### HONORS AND AWARDS

- If relevant to the open position, you may include this category to showcase any honors, awards, etc. you have received.
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### ACTIVITIES

- You may include this category if you have relevant activities.