

Tip Sheet: COMBINATION RESUME EXAMPLE

YOUR FIRST AND LAST NAME, PMP (DESIGNATION OR TITLE)

Street Address *(optional)*, City, Province, PC | phone number | youremail@address.com

HIGHLIGHTS OF QUALIFICATIONS

- This can be bullet point list or paragraph form and may include:
- Years of experience that match the position
- Skills that demonstrate you match the requirements of the position
- This section will change depending on criteria specific to each posting
- Reorder the bullets or sentences to reflect most important qualifications first
- Specific requirements such as: schedule availability, travel, relocation, languages, etc.

RELEVANT SKILLS

Skill Category #1 (Manufacturing)

- › Read the posting and choose two to three skill categories that you identify are important in this position
- › Input your specific skills that match the categories based on your work/life experiences

Skill Category #2 (Management)

- › This structure will bring focus onto your skill strengths
- › Add quantifiable results to add impact to your statements

Skill Category #3 (Estimating)

- › Ensure that your tenses are consistent and language is varied to avoid being repetitive
- › Balance the bullet points – up to four descriptive bullets per category

EMPLOYMENT HISTORY

Company Name, location, start and end dates including months

Position or Job Title

- › List specific accomplishments rather than duties
- › Focus on examples that match the job posting requirements

Company Name, location, start and end dates including months

Position or Job Title – *could include a brief summary of the position or notable accomplishment*

- › Keep your formatting consistent to create an easy to read document
- › Qualify and quantify accomplishments to draw attention to them

Company Name, location, start and end dates including months

Position or Job Title

- › Create accomplishment statements from your S-T-A-R-S stories
- › Add \$, #, or % amounts to quantify your accomplishment

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EDUCATION

Institution Name, location, completion date

Certificate, Designation, Degree, etc.

- List significant academic achievements, honours, GPA, etc.

Note: Other headings may be added according to the requirements of the job Remember, one size does not fit all!