

# Combination Resume

This resume format is similar to the functional resume, but employment history and education are included. It targets the preferred and most relevant skill areas. You combine elements of both chronological and functional styles in various ways. Skills areas are presented first with work experience listed in reverse chronological order below.

## **Advantages**

The combination resume allows you to stress preferred and most relevant skill areas, and still satisfies the employer's desire to see names and dates of employment. It provides employers with more detail, if desirable.

## **Disadvantages**

This resume must be arranged carefully to avoid confusing appearances. It requires thought and practice to do well and is difficult to keep short.

## **Rules for the Combination Resume**

List the functional paragraphs in order of importance with the area most related to your present job target at the top.

Stress the most directly related accomplishments or results you have produced within each functional area.

List your work experience including title, employer and dates at the bottom of the resume.

Include education after employment history unless the education is specifically related to your goal. Then you may wish to put it at the top of the resume to emphasize it.

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## **OBJECTIVE**

- An Entry-Level Clerical Position with a Commercial Bank

## **QUALIFICATIONS**

### **People Skills**

- Several years of experience working with the public and meeting customer needs
- Ability to please customers
- Cheerful personality

### **Secretarial**

- Typing 40 words per minute
- Familiar with Microsoft Word and Word Perfect
- Familiar with office procedures

## **EMPLOYMENT**

- **Volk, Zimmerman, Forest and Young Law Offices** **San Jose, CA**  
*Filing Clerk* 2009 to Present  
File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.
- **The Happy Trout Restaurant** **San Jose, CA**  
*Waitress* 2006 to 2009  
Take orders and serve food and beverages to patrons at tables in dining establishment.

## **EDUCATION**

- **Santa Barbara School of Administration** **2009**  
123 Sunset Way, Santa Barbara CA 93107
- **El Monte High School** **2007**  
55789 Hollywood Blvd, Los Angeles, CA 90048

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