**FIRST AND LAST NAME**

**Email**: youremail@gmail.com | **Phone**: 908 775 555 | **Address**: 122 Samuel Johns Road, NY 17101 | **Linkedin**: linkedin.com/in/yourproﬁle

**2. Resume Summary**

Dedicated **[industry]** professional with **[# of years]** years of experience. Seeking to apply my skills in **[relevant skills]** to fill the **[position name]** position. A diligent worker looking to help achieve **[Company’s Name]**’s goals of **[company goals]**.

**3. Relevant skills**

**First Skill**

* Include a bulleted list of accomplishments related to this skill
* Each bullet point should demonstrate your competency in this skill, using numbers if possible

**Second Skill**

* List any accomplishments or responsibilities that demonstrate this skill
* Be specific by mentioning the actual names of software or tools you’ve used

**Work history**

**Most Recent Job Title**  
*Employer Name / Location / Start Year – End Year*

* Make a bulleted list of your responsibilities and achievements
* Unless this is your only job, stick to 3 to 5 bullet points
* Add hard numbers (such as percentages or dollar amounts) to your bullet points to illustrate specific accomplishments

**Earlier Job Title**  
*Employer Name / Location / Start Year – End Year*

* List your relevant accomplishments from a job you held earlier
* Use past tense verbs to describe your responsibilities and duties

**5. Education**

**Degree Name / Major**  
*University, Location | Start Date – End Date*

**6. Additional Resume Sections**

* Here’s where you should add extra relevant information such as certifications or hobbies
* However, combination resumes dedicate a lot of space to your experience and skills, so it’s likely you may not have room for another section on your resume