

# SAMPLE COMBINATION RESUME

Contact information. Include how an employer may reach you. Use standard voice mail messages and basic e-mail addresses.

**Paula Johnson**  
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555-555-555  
email: abc@abc.com

## EDUCATION

Lansing Community College, Lansing , Michigan  
Major:Clerical/Business; GPA 3.25  
Associates Degree, Business, 2001

List highest educational level obtained (high school or college graduate) if applicable. List special training courses. Also, list name of school, city and state of school and type of degree or certification awarded and year received.

Langton High School, Langton, Michigan  
Graduated with honors. Completed Clerical Block.  
Active in Business Office Education Club (two years)

## SKILLS

- Keyboarding
- Word processing
- Excellent telephone skills developed in high school office and family-owned hardware store office
- Communicate well with the public
- Knowledge of general office procedures, filing, photocopying

## ACCOMPLISHMENTS

Perfect Attendance Award  
Top Salesperson  
United Way Chairperson, Canned Food Drive

The combination resume uses both the chronological and functional format. It lists skills and abilities and includes a brief work history and education summary.

## EXPERIENCE

Office Assistant, Morgan Hardware, Lansing, Michigan  
Cashier, McDonald's Restaurant, Langton, Michigan

List paid and volunteer work experience, include accomplishments and responsibilities, include any type of educational training that took place on the job.

## REFERENCES

Available upon Request