

COMBINATION RESUME

If you possess both the experience and skills necessary to fill the position and want to highlight both areas to the employer choose Combination (experience and skill-based)

This approach stresses one's skills and accomplishments, yet briefly lists responsibilities and achievements from the chronological work history.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

Questions to consider:

- What educational experiences have you had?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What were your major accomplishments?
- Did you supervise or train others?

Make your headings stand out by using **bolding**, underlining or *italics*. Try to avoid coloured font and shading as they can be distracting.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

ANITA CAREER

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EDUCATION

Bachelor of Commerce — Management

Edwards School of Business, University of Saskatchewan, Saskatoon, SK

2013

SUMMARY OF SKILLS

Contract Negotiation

- Efficiently negotiated (in tactical, telephone, strategic, and face-to-face) issue-based situations by identifying various behaviour styles
- Increased profits by over \$270,000 by strategically planning and executing collaborative negotiations while attenuating deadlocks and conflict
- Used conventional negotiation language in order to encourage communication during the negotiation process

Client Services

- Absorbed the customer's culture and communicated effectively to foster a positive working partnership
- Analyzed the client's needs and expectations, the nature of the contracted work, and the interaction between the contractor, client, and contract agency to strike the right balance and build a productive relationship with the client

Project Management

- Effectively coordinated crews of up to 12 consisting of journeypersons and labourers, as well as equipment, material resources and time to guarantee the project completion date
- Managed the scope of each project to control the project size, goals and requirements
- Used tools such as Gantt Charts and PERT Charts for planning projects

RELATED WORK EXPERIENCE

SaskAdco

Head Sales Representative

- Responsible for monitoring a team of eight sales representatives along with a sales budget of more than \$260,000
- Point of contact for bulk contracts: managed service and maintenance contracts
- Supervised and evaluated performance and account expenses while providing training and support for SaskAdco's products

Saskatoon, SK
May – September 2012

CGL Industries

Assistant Sales and Contracts Manager

- Drafted, issued and finalized industrial proposals for maintenance contract services
- Provided support during sales and contract negotiations of CGL field maintenance and construction services
- Collaborated with the General Manager of Sales and Contracts to define and review CGL Industries service packages to suit the specific needs of each client

Grande Prairie, AB
May – August 2011

Grey's Construction

Operations Assistant

- Assisted in the development and implementation of the management operations system resulting in a savings of \$190,000
- Collaborated with the Operations Manager to implement new production procedures and systems working to maintain a schedule accuracy of 94%
- Streamlined construction and labour costs by 46%. Helped to constitute product development policies and procedures

Rabbit Lake, SK
May – September 2010

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs.

This section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

Summary of Skills Tips

- Usually includes 3 subsections of skills that are chosen based on what is listed in the job posting.
- Begin statements with Action Words and think about showcasing an accomplishment.
- Be concise, but provide a clear example of HOW you have developed that skill.
- Each subsection usually has 3-5 bulleted points.

Begin with your most recent experience and work your way back (reverse chronological order).

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

SUPPLEMENTARY WORK EXPERIENCE

- | | |
|---|----------------------------|
| Labourer | June 2006 – September 2009 |
| <ul style="list-style-type: none"> • Handled and appropriated construction materials (loaded and unloaded the trucks with supplies, equipment and construction materials) • Excavated, backfilled and compressed subgrade | |

ACADEMIC AWARDS

- | | |
|--|------|
| Rotary Award | 2012 |
| <ul style="list-style-type: none"> • Community involvement and academic achievement | |
| University of Saskatchewan Entrance Scholarship | 2008 |
| <ul style="list-style-type: none"> • Academic achievement | |

VOLUNTEER EXPERIENCE

- | | |
|---|------------------------------|
| Sarah's House - Services for Sexual Abuse Survivors Inc. | Saskatoon, SK |
| Board of Directors Volunteer | September 2011 – April 2012 |
| <ul style="list-style-type: none"> • Member of the Board of Directors working with staff, survivors and volunteers to run Sarah's House activities and programs • Handling the administration and accounting of the yearly budget while working to secure funds for agency projects | |
| Big Brothers Big Sisters of Saskatoon | Saskatoon, SK |
| Buddy Match | September 2010– January 2011 |
| <ul style="list-style-type: none"> • Buddy Match to two or more children at social outings in a group setting. Committed about five hours per week. | |

ACTIVITIES AND INTERESTS

- | | |
|---|------|
| • Captain of a Co-Ed Senior Volleyball Team | 2012 |
| • Participated in the University of Saskatchewan Mentorship Program | 2010 |
| • Enjoy playing recreational softball and hockey | |

REFERENCES

- | | | |
|---|---|---|
| <p>Carlo Pivetta
Operations Manager
Grey's Construction
Rabbit Lake, SK</p> <p>Bus: (306) 555-1234
Res: (306) 555-1235
cpivetta@greysconstruction.ca</p> | <p>Jamie Freespirit
Buddy Match Coordinator
Big Brothers and Big Sisters
Saskatoon, SK</p> <p>Bus: (306) 555-1236
Res: (306) 555-1237
freespirit@bigbrobigsis.ca</p> | <p>Clara Jordan
Sales and Contract Manager
CGL Industries
Grande Prairie, AB</p> <p>Bus: (306) 555-1238
Cell: (306) 555-1239
clara@cgl.com</p> |
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The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying for.

Suggested Resume Headings

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Skills
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Hobbies and Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

Are references required?

Not necessarily, unless the employer has specifically asked for you to include references as part of your application.

If you choose not to include your references in your resume, be sure to bring a list of references and their contact information to the interview.

References are people who can attest to your work style, academic profile and/or personal qualifications.

You will want to include 3 references.

Potential References

- Former employers
- Supervisors
- Professors
- Clergy
- Teachers
- Neighbours
- High school counsellors
- Coaches
- Home stay families
- University staff members

Should I include a section on volunteering?

Volunteering is a great way to show commitment to your community and is viewed very favourably by employers. Including details about your volunteer experiences is a great way to build your resume.