

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 the Combination resume type.

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 are your major accomplishments?
- Is the information you are including relevant?

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Using Action Words (verbs) 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

2017

- Group project – Analyzing a local art dealer's business plan in order to develop a new customer database

SUMMARY OF SKILLS

Project Management

- Effectively engage with company stakeholders to pitch and execute a project management plan that showcases well defined oral, written communication and presentation skills; including the scope, costs and schedule
- Able to implement, plan, manage and measure projects and tasks in a timely, directed manner according to well-defined goals and outcomes
- Show commitment to the team's purpose and goals by being able to change work priorities and workplace practices to guarantee the project completion date
- Decreased employee turnover by 10%, through the effective coordination of four competing contracting crews in addition to ordering equipment and material resources ahead of crew arrivals

Collaboration

- Able to analyze and balance the customers' needs and expectations with the nature of the contracted work by managing costs, time, quality of work, and employee safety
- Execute the project plan by assigning resources, setting up tracking systems, determining how to update the project schedule and modifying the project plan in collaboration with multiple stakeholders
- Ensure that all project plans outline a communication strategy with goals, objectives, roles, methods and tools; recognize that different personalities and communication styles impact a team-based work environment
- Able to maintain positive and productive relationships by sustaining mutually beneficial partnerships with internal and external stakeholders

RELATED WORK EXPERIENCE

Head Sales Representative

SaskAdco, Saskatoon, SK

- Overseeing, supporting and monitoring a team of eight sales representatives along with a sales budget of \$40,000
- Appointed to be the first point of contact for bulk contracting; managing both service and maintenance contracts
- Supervising and evaluating performance and account expenses while providing mentorship and sales training opportunities for new employees

May 2017 – present

Assistant Sales and Contract Manager

CGL Industries, Grande Prairie, AB

- 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

May – Aug. 2016

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. Did you know that you can edit your LinkedIn URL?

The summary of skills 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 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) 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.

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 to.

Suggested Resume Headings:

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

Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favourably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

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SUPPLEMENTARY WORK EXPERIENCE

Labourer

May – August 2015

J & R Construction, Grande Prairie, AB

- Handled construction materials; loaded and unloaded the trucks with supplies, equipment and construction materials
- Excavated, backfilled and compressed the subgrade to prepare for construction of a new highway

ACADEMIC AWARDS

Rotary Award

2016

- Awarded for community involvement and academic achievement

University of Saskatchewan Entrance Scholarship

2014

- Awarded \$1000 for academic achievement; Grade 12 average between 90% - 92.2%

VOLUNTEER EXPERIENCE

Member, Board of Directors

Oct. 2017 – present

Sarah's House – Services for Sexual Abuse Survivors Inc., Saskatoon, SK

- Guiding a staff of four in running the daily activities and programs for survivors and their families
- Handling the administration and accounting of the annual budget to secure funds for agency projects

Big Sister

Sept. 2015 – April 2016

Big Brothers and Big Sisters of Saskatoon, Saskatoon, SK

- Matched with an 11 year old girl to engage in meaningful social activities with others of similar age and participated in one-on-one relationship-building activities

ACTIVITIES AND INTERESTS

- Enjoy playing recreational softball
- Captain of a co-ed volleyball team, Campus Rec, University of Saskatchewan
- Active participation in the University of Saskatchewan Mentorship Program

Sept. 2016 – April 2017

Sept. 2015 – April 2016

REFERENCES

Carlo Pivetta

Art Dealer
Collectors Gallery
Saskatoon, SK

Bus: 306-555-1234

Res: 306-555-1235

cpivetta@collectorsgallery.ca

Jamie Freespirit

Buddy Match Coordinator
Big Brothers and Big Sisters
Saskatoon, SK

Bus: 306-555-1236

Res: 306-555-1237

freespirit@bigbrobigsis.ca

Clara Jordan

Sales and Contract Manager
CGL Industries
Grande Prairie, AB

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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.

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like "*References provided upon request*"
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances