**Tips on How to Write a Combination Resume for Any Job**

**Name, Location, Phone, Email:**

**Professional Summary:** [**How to Write a Professional Summary: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume/summary)

This is where you include two to three sentences that best describe your top attributes and reasons to be hired. Use this section to write a professional summary that gets you noticed!

**Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)

* This resume is written in the [combination resume format](https://www.jobhero.com/career-guides/resume/format/hybrid).
* A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections.
* The skills section is located above or next to the work experience section.
* It should list six to eight skills that are your top abilities targeted for the job.

**Work Experience:** [**How to Write Work Experience: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/work)

**Current Employer Name I** Job Title **I From (month/year) - To (month/year/present)**

* Feature your top achievements, responsibilities, or job stats here.
* Use present verb tense and active language!
* Write snappy, clear blurbs about your current position.
* Include metrics whenever possible.

**Last Employer Name I** Job Title **I From (month/year) - To (month/year)**

* List your past employers in reverse-chronological order.
* Give less focus to your older experience rather than the most recent. The exception is when your older experience is more relevant to the job you’re seeking!

**Older Employer Name** **I** Job Title **I From (month/year) - To (month/year)**

* List your last three to four relevant jobs.
* If you have less than 10 years of experience, keep it to one page.
* If you have more than 10 years of experience, keep it to two pages.

**Education, Certifications and Training:** [**How to Write a Resume: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume)

**School or Institution Name I** Degree Achieved (if applicable) **I Year of achievement or Dates Attended**

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| **VICKIE****SANDERS**

|  | example@example.com |
| --- | --- |
|  | (555) 555-5555, (555) 555-5555 |
|  | Arlington Heights, IL 60004  |

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| **SKILLS*** 65 WPM typing speed
* CRM management
* QuickBooks expert
* Schedule and calendar planning
* Google Tasks
* Microsoft To-Do
* Bookkeeping
* Conference planning

**EDUCATION****Northwestern University** Evanston, IL ***Bachelor of Science*** : Secretarial Studies And Office Administration **Harper College** Palatine, IL  •  06/2018 ***MBA*** : Business Administration **CERTIFICATIONS**CAP - Certified Administrative Professional, IAAP – 2017 |

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| **PROFESSIONAL SUMMARY**Dedicated executive assistant to the CEO with excellent experience in the industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with a focus on quality. Dependable and quick-learning team player with effective communication and organization skills. |
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| **WORK HISTORY****LifeSquire Connect** - **Executive Assistant to the Chief Executive Officer** *Mt Prospect*, *IL*  •  *03/2019* - *Current* * Contribute to smooth business operations by planning and organizing meetings and conferences, including conference calls.
* Produce accurate office files, update spreadsheets, and craft presentations to support one CEO and boost team productivity.
* Arrange and handle all logistics for monthly Board meetings and events, such as schedule meetings and draft agendas.

**Mack & Associates** - **Administrative Assistant** *Arlington Heights*, *IL*  •  *01/2016* - *03/2019* * Coordinated travel arrangements by booking airfare, hotel, and Uber transportation.
* Processed over 100 invoices and expenses each month, using QuickBooks to facilitate on-time payment.
* Ensured equipment operation by completing precautionary maintenance requirements like calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.

**Tombras Group** - **Office Assistant Intern** *Schaumburg*, *IL*  •  *01/2015* - *01/2016* * Supported two Secretaries and three management staff members in administrative activities, documentation, and data management.
* Answered incoming phone calls and transferred to staff members or provided requested information.
* Sorted and distributed office mail and recorded incoming shipments for corporate records.
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