**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**

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