**Craig** **Bell**

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| **City, State Zip Code** **| (H) (555) 555-5555** **| (C) (555) 555-5555** **| example@example.com** |

Professional Summary

This type of resume is called a combination or hybrid resume. It features a thorough list of the job seeker's most relevant skills and a job history section to show off your employment experience. Here in the summary section, list in two to three sentences why you're the right person for the job. Emphasize important skills you possess and your best career accomplishments. Remember, this is usually the section hiring managers spend the most time on, so it should be concise and customized to the job posting. For more summary writing tips, see our How to Write a Resume Summary article.

Summary of Skills

* Written in a bulleted sentence list, this section summarizes your key qualifications.
* This section should contain three to four sentences that set the foundation for either your bulleted list of skills or your Key Skills section.
* Example: “Managed all store operations, including organization, maintenance and purchasing functions.”

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****Key Skills:****

* This section is paired with, and sits directly below, the Summary of Qualifications.
* The resume format you choose will determine the length of this section.
* For a combination resume format, consider a bulleted list with a mix of six to eight hard and soft skills.
* For more information on this section, read How to Write a Resume Skills Section.

Work History

**Position** 07/2020 to Current

**Company** – City, State

* Work backward, listing your current or most recent job first.
* Articulate your value to the employer with callbacks to their job posting that emphasizes your key strengths.
* Use numbers (like dollars and percentages) in this section to help employers quickly see the results of your accomplishments.

**Position** 07/2017 to 07/2020

**Company** – City, State

* Highlight skills and tasks that relate to the job you're applying to.
* Show how you have learned from past experiences.
* Example: " Completed paperwork, recognizing discrepancies and promptly addressing for resolution by 30%."

**Position** 06/2016 to 07/2017

**Company** – City, State

* Articulate your value to the employer with callbacks to their job posting that emphasizes your key strengths.
* For example: "Enhanced patient satisfaction by 60% through improved communication and education regarding anesthesia procedures and postoperative expectations."
* For more tips on what to include in the work history section, visit our page on crafting a Work Experience Section.

Education

**Degree Obtained**: Field of Study

**School Name** - School Location

****Certification or Additional Training:**** Field of Study