# When should I use a combination type of resume?

The combination chronological/functional resume uses elements of both styles. In this case, official position titles may be given functional titles describing skills utilized on the job. For example, an Office Assistant responsible to oversee office operations might use Office Management. This format can be effective if your position titles do not accurately reflect your job responsibilities.

# Outline of layout structure

NAME
Phone number with area code
Email address | LinkedIn URL
City, State (optional, not necessary)

SUMMARY OF QUALIFICATIONS

A summary of qualifications is optional. It can be used to feature desirable qualifications or experiences you have. You want to use keywords from the job description in this section to not only customize your resume, but also break through the initial screening process. Some companies (often large scale) have automated databases that detect select keywords to efficiently manage applications.

EDUCATION

List your most recent degree first, major, institution and date of graduation or anticipated graduation. May note GPA if it is greater than 3.5, or academic honors if desired. You may wish to add an addendum that identifies the courses you have taken grouped into two or three meaningful categories.

EXPERIENCE

Your functional title, name of organization, description of your duties, level of responsibility, number of people supervised, special accomplishments, and dates. This category may include all relevant experience both paid and volunteer.

PROFESSIONAL AFFILIATIONS

Position held (if appropriate), name of organization and dates.