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 **Professional Summary**

This type of resume is called a combination or hybrid type. It features both 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 2-3 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 both succinct and customized to the job posting. For more summary writing tips, see our How to Write a Resume Summary article.

 **Summary of Qualifications**

* 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.
* The purpose of this section is to show how your transferable skills are utilized in the field.
* Example: ‘Managed all aspects of store operations, including organization, maintenance, and purchasing functions.'

****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 6-8 hard and soft skills.
* Skills should directly relate to the required qualifications in the job ad and your relevant experience.
* For more information on this section, read How To Write a Resume Skills Section.

 **Work History**

**Position**, 07/2017 - Current

**Company** – Company City, Company 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**, 07/2014 - 07/2017

**Company** – Company City, Company State

* Highlight skills and tasks that relate to the job you're applying to.
* Show how you have learned from past experiences.

**Position**, 05/2011 - 06/2014

**Company** – Company City, Company 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.
* 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** - City And State Where The School Is Located

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