

# The University of Akron

## Center for Career Management

### The Combination Resume

The combination resume is simply a way to blend both the styles of the chronological and functional resumes. In essence, it is the best of both worlds! It is a quick synopsis of your professional skills (the functional style) followed by your employment history (the chronological format). If one has a proven track record and is “upwardly mobile” in their career, this format may be ideal for you.

Although there is no correct set of section headings for the combination resume, here are a few that are typically seen when using the combination style: personal heading, objective, career summary, functional skills, employment history, and education.

#### Advantages

⇒ If you’ve had some work history that is directly related to your objective, but not enough to fill up one page, this format will add substance with the functional skills section.

⇒ If your former jobs have varied with regard to their job descriptions, this format will focus attention on your skills, abilities, credentials, qualifications, and/or accomplishments.

⇒ If you’re a student and looking for your first “real job” this method may prove effective. It will allow you to focus on skills, accomplishments, and leadership ability but it will also allow you to state “indirect” and stable work experience that you may have had while you worked through college.

⇒ This style allows you to tailor your skills to match the needs of the employer. Employers also like to see the work history so it will please them by offering both!

⇒ It is a good format for students, career changers, military personnel transferring into civilian work, someone nearing retirement or perhaps someone who is re-entering the world of work.

#### Disadvantages

⇒ Some employers want to *only see* your direct work experience and may prefer the chronological format; however, if you do not have a lot of relevant experience in your profession, a chronological format will not market yourself as well as this one might.

⇒ This format is *not* preferred for someone who has absolutely no work experience; this candidate would be best suited to use a functional resume that highlights their transferable skills.

#### Let us Help You!

⇒ The Center for Career Management professionals are available for free resume consultations. Please call 330-972-7747 to schedule an appointment to meet with the liaison designated to serve your degree-granting college.

⇒ The following resources were used to write this article and are available for use in our office: “Resumes That Knock ‘Em Dead” (1995) by Martin Yate and “101 Best Resumes” (1997) by Jay Block and Michael Betrus.

# IMA WRITER

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## Career Focus

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Seek a Writer/Editorial position with a magazine, PR firm, book publisher, or newspaper. Willing to relocate.

## Education

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Bachelor of Arts, **English**, The University of Akron, Akron, OH 12/97  
● Graduated with Honors; Member, Creative Writing Club; Member, University Yearbook

## Summary of Qualifications

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### *Writing/Editing/Proofreading Skills*

- Experienced in writing feature articles, short stories, and editorial pieces
- Created, designed, and wrote copy for brochures, flyers, and display ads
- Well-versed in copyediting, proofreading, and edit revision

### *Public Relations/Marketing/ & Oral Communication Skills*

- Skilled in motivating and interacting with the public
- Established contacts with producers and editors; made follow-up calls
- Designed interactive web page site that provided pertinent information to clients

### *Computer Skills*

- Word-processing/Desktop Publishing: WordPerfect 8, Microsoft Word, Microsoft Works
- Web Page Design: Netscape Page Composer and Macromedia Dream Weaver
- Operating Systems: DOS and Windows '95

## Professional Attributes

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- **Team-spirited**, yet able to work independently
- **Diligent, ambitious**, and hungry to excel
- Capable and flexible **self-starter** with an aptitude for learning new tasks quickly
- **Stamina** and know-how to undertake most challenging situations

## Employment

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Business & Industry News, San Francisco, CA 1/97-Present  
*Assistant Editor:* Edit, rewrite, and proofread all articles for leading business periodical

WZIP Radio, Akron, OH 12/95-12/97  
*Writer, Newsroom:* Wrote newscasts as intern for The University of Akron's FM radio station

The Buchtelite, The University of Akron, Akron, OH 8/93-11/95  
*Editorial Staff:* Developed contacts with PR firms, authored several front page articles, and covered a variety of assignments

## References

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Available Upon Request