COMBINATION RESUME

A combination resume integrates the ideas of both a functional and chronological resume by listing specific jobs under broad skill headings.

<u>Best to use when</u>:
- Jobs and activity titles are not directly related to career goals
- Applying for different positions that require the same skills
- Your titles are impressive, but may be unrelated

WILLIAM B. NICOLET

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OBJECTIVE:
To obtain an internship within the field of public relations.

EDUCATION:
University of Wisconsin- Green Bay, Green Bay, Wisconsin
Bachelor of Science Degree, May 20XX
Major in Communication with Emphasis in Public Relations
GPA 3.4/4.0

COMMUNICATION SKILLS:
Public Relations Office Assistant, University of Wisconsin -Green Bay
Communicated with alumni regarding upcoming events and fundraising opportunities.
Designed reunion weekend signs and posters. (January 20XX – May 20XX)

Customer Service Representative, ITI Marketing, Green Bay, Wisconsin
Consistently increased sales. Acquired efficient sales approach and ability to
convey complex information to customers over the phone. (Winter Break 20XX)

ORGANIZATIONAL SKILLS:
Host, Country Kitchen, Green Bay, Wisconsin
Coordinated staff schedules. Handled cash and credit payments. Planned customer
seating patterns. (Winter Break 20XX)

Organizer and Creator, Housecleaning Service, Green Bay, Wisconsin
Instituted a local housecleaning service. Devised advertising scheme. Developed efficient
cleaning routine. (Summer 20XX)

ANALYTICAL SKILLS:
Reporter, *Fourth Estate,* University of Wisconsin-Green Bay
Developed strategies for interviewing and article-writing. Planned best approach
to take in presentation of issues. (September 20XX – Present)

Student Manager, Sodexho, University Wisconsin-Green Bay
Managed banquet and catering services. Assessed and solved operational
problems. Introduced more efficient methods of operation. Recruited and trained
new workers. (September 20XX – May 20XX)

REFERENCES:
Available upon request