HYBRID RESUME: Combination of chronological and functional resumes.

JOHN J. SAMPLE
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SUMMARY

Summarize your career using complete sentences. In addition to your background position and years of experience, include lead in statements such as: Extensive experience in xxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx. Background includes xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx. Expertise in xxxxxxxxxxxx xxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Demonstrated ability to xxxxxxxx xxxxxxxxxxxxxxxxxxxxx Known for xxxxxxxxxxxxxxxxxxx. Special skills in xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx.

PROFESSIONAL EXPERIENCE

MOST RECENT COMPANY, City, ST **20xx - Present**

Business Development, *Position Title, 20xx - Present*

- Use a bullet to start each of your accomplishment statements. Each statement must start with a past tense action verb and state in specific terms the value or benefit of your action. Quantify your statements using numbers, %s, $s and other indicators such as increased sales by; decreased downtime by etc.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxx x xxxxxxxxxxxxxx.

Sales/Sales Management, *Position Title, 19xx – 19xx*

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx.

FIRST PREVIOUS COMPANY, City, ST **19xx – 19xx**

Marketing/Advertising, *Position Title*, 19xx – 19xx

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx

SECOND PREVIOUS COMPANY, City, ST **19xx – 19xx**

Administrative, *Position Title*, 19xx – 19xx

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx.

Accounting, *Position Title*, 19xx – 19xx

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx

EDUCATION and TRAINING

Degree (s), Area of Concentration, School/University, City, ST

At least 3 industry/professional training courses or seminars

Additional sections as necessary, for example:
MILITARY, PROFESSIONAL AFFILIATIONS, PUBLICATIONS