Your Combination Résumé

Objective	The job objective is a brief statement describing the focus of your job search, and serves as an essential focal point for your résumé.
Qualification Highlights	The Qualification Highlights section of your résumé is a list of your most significant career experiences and accomplishments. It should highlight specific accomplishments, and summarize your major achievements and qualifications.
Relevant Skills & Experience	This section of your résumé emphasizes the skills and accomplishments relevant to the position you are seeking. You should identify between three and five major skills required for the job, and then write action-oriented statements that demonstrate how you've used each of those skills in the past.
Work Experience	This section of the résumé is a summary of your work history. For each position you have held, list the start and end dates, the name and location of the organization, your job title, and your major accomplishments or responsibilities.

- List your work experience in reverse chronological order (ie: start with your current or most recent position and work backwards).

- List your accomplishments in bullet format, and use action-oriented words to describe them.

- Highlight previous duties that are relevant to the position you are applying for, and emphasize major responsibilities.

Education	

- Start with your most recent post-secondary education and significant qualifications such as degrees.

- List all other education and relevant training in reverse chronological order.

Professional Affiliations	List your membership in any professional organizations and, if applicable, your involvement in them.
Community & Volunteer Activities	List any relevant community or volunteer activities.
Awards	Include any personal, education-related or work-related awards, such as scholarships, Dean's List, leadership awards, athletic awards, or community activity recognition.
References	Indicate that references are "available upon request" — never include references in your résumé.