

## Combination Resume

A combination resume incorporates components of a chronological and functional resume. It highlights specialized skills that are relevant to the job you are applying for.

### Header

Name

City, State, Zip Code

Phone number (Provide the best number where you can be reached.)

E-mail address (Make sure that your e-mail address is professional. A variation of your first and last name is preferred.)

### Education

\*Feel free to lead with the name of the institution if you would rather showcase the institution instead of the major

**Institution Name**, City, State

Expected: Graduation Month and Year

Full degree name

(If more than one degree, list the highest degree first)

- Only include GPA **if you have a 3.5 or above**
- Include quarters & years on the Dean's list

### Relevant Coursework

- List the name of the completed coursework

### Summary of Qualifications

This section can be bullet points based in professional qualifications developed over the years. Identify 3-5 main qualifications and develop them in greater detail as noted below.

- Summarizing qualifications allows you to create a targeted and focused resume.
- Many people select three or four qualifications based on the job description.
- Qualifications should demonstrate how you can contribute to the company/organization.

### Experience

Provide your employment history in a brief format to show current or past employment. List positions in reverse chronological order, most recent first.

#### Job Title

Company, City, State

Date(s) of Employment (Month Year - Month Year)

### Volunteer Work and Student Involvement

#### Position Title

Organization, City, State

Date(s) of Coursework (Month Year)

**CODY COYOTE**

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**EDUCATION**

**California State University, San Bernardino** - San Bernardino, CA  
Bachelor of Arts, Liberal Studies – integrated Track

Expected: March 2018

**RELEVANT COURSEWORK**

• Early Childhood Development • Child Psychology • Human Development

**SUMMARY OF QUALIFICATIONS**

- Dedicated educator committed to creating a classroom atmosphere that is stimulating, encouraging, and supportive for all students.
- Enthusiastic program leader with superb leadership and communication skills.
- Read, write and speak Spanish fluently.
- Easily cultivates trusting and productive relationships with students, parents, teachers, and administration.
- Experienced in managing multiple responsibilities simultaneously while providing exceptional customer service.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

**EXPERIENCE**

**Program Leader**

March 2016 – September 2016

Think Together, Rialto, CA

- Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement.
- Tutored children individually and in small groups to help them with difficult subjects.
- Taught a class of 20-25 students during after-school hours.
- Encouraged students to learn about being safe, respectful, responsible, and how to have a positive learning environment.

**Resource Manager**

March 2006 – April 2007

YO Spot Youth Center, San Bernardino, CA

- Collaborated with California State University, San Bernardino to develop a daily tutoring service program and to help clients pursue post-secondary education.
- Provided job readiness, educational, and referral services to young adults in San Bernardino County.
- Created and oversaw youth development programs in our youth center;
- Maintained a caseload of over 35 clients.
- Facilitated job readiness workshops to equip clients for the workplace.

**VOLUNTEER WORK AND STUDENT INVOLVEMENT**

**Member – National Society of Leadership & Success**

May 2014 – May 2016

California State University, San Bernardino, San Bernardino, CA

- Attended meetings to interact with fellow peers in person and via social media in order to cultivate relationships with other individuals within the same major.
- Volunteered at a local church to beautify the property and solidify relationships with fellow members