

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