



**Description:** A combination resume is simply a document that is used to present your background, skills, and qualifications to an employer. It is generally organized by skills or groups of skills and qualifications, and includes work history in chronological order with dates.

**Advantages:** It gives you the flexibility to group your skills and capabilities together, placing more emphasis on what you're capable of and less emphasis on past experience. It also includes work history with dates so that employers get a full picture of your background.

**Disadvantages:** Employers can see gaps in employment and lack of experience.

**Who should use this format?** If you have a minimal work experience or a steady work history, this is most likely the right format to use. If you are a mature worker, changing careers, or going back into the workforce, you should use the combination format.

Contact Information with professional email.  
Remember to leave a professional voice mail as well.

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Get their attention by highlighting your skills. Customize this for the job description. Include accomplishments and keywords.

## SUMMARY

### Medical Laboratory Technician

Detail-oriented, versatile Medical Laboratory Technician with huge experience in performing a variety of multi-skilled support functions including specimen collection, receipt and preparation of specimens for analysis; assisting with workflow coordination in area; teaching and performing routine clerical and technical processes required for the smooth operation of the laboratory unit; serving as a liaison to internal and external customers.

Show that you have experience with being responsible and working with others. This section usually includes:

- Skill or Job Title/Area
- Brief description to show the skills you used in the position and how you added value to the organization (not just job duties).

## SUMMARY OF SKILLS & EXPERIENCE

### Laboratory

- Regarded as a highly-skilled lab technologist, with experience serving ER, Urgent Care, Pediatric ER and Stab-Room Trauma Unit.
- Processed cultures in microbiology, gram stains, urinalysis and various manual tests.
- Increased lab efficiency by 20% through improved procedures, research and development of technical equipment, and lab layout and design.

### Phlebotomy

- Performed both inpatient and outpatient, pre-op and post-op blood draws.
- Recognized for exceptional skill in serving hard to draw patients and children.

### Instrument Maintenance

- Skilled in troubleshooting and maintenance of technical equipment.
- Maintained online performance and peak output.

### Teaching

- Mastered teaching techniques.
- Recognized for excellent communication skills.
- Trained staff effectively on complex equipment operation and procedures.

### Quality Control

- Maintained high quality standards with an emphasis on accuracy within strict guidelines.
- Maximized lab performance through organization, equipment testing and procedure development.

Include the employers/organization and locations in your work history. This format includes dates.

## EMPLOYMENT HISTORY

### Medical Laboratory Technician ASCP

Cook County Medical Center Chicago, IL 1999 - present

### Phlebotomist

Minneapolis Children's Medical Center Minneapolis, MN 1996 - 1999

Show that you have completed training to prepare for the job. This section usually includes the training provider's name, location, your degree(s), and dates.

## EDUCATION

**Certificate:** Medical Laboratory Technician (GPA 3.5/4.0)  
College of St. Catherine - St. Paul, MN

**Certificate:** American Society of Clinical Pathologists

**Course Work:** Biology/Chemistry (117 credits) Minnesota State University - Mankato, MN

Resume adapted from: <http://www.deed.state.mn.us/cjs/cjsbook/resume5.htm>



## Put the most important points toward the top of the page.

Resumes get reviewed very quickly, so they need to make a point quickly of why the employer should hire you.

That's why the old saying, "What's most important is above the thumbs" is so true in regard to paper resumes. It underscores why it's important to communicate your most desirable traits as early as possible to draw attention.

## Highlight transferable skills if you have minimal work experience.

Everyone's been there. How do you gain the work experience employers ask for when you can't get hired? How do you demonstrate that you're capable of performing the job even though you haven't done it before? Whether you're seeking an entry-level job, re-entering the workforce, or changing careers, this is where you'll need to understand *transferable skills* and how they can factor into the hiring decision.

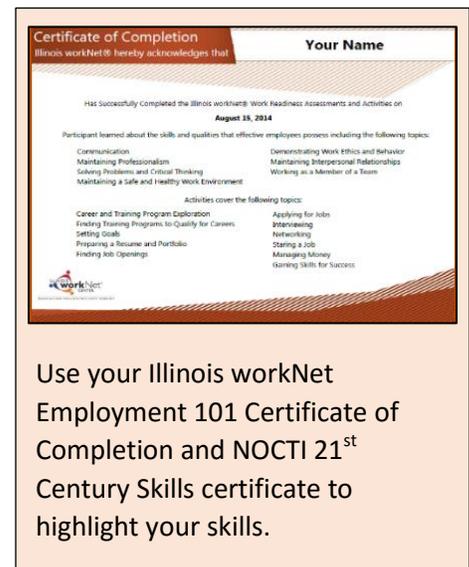
*Transferable skills* are the types of skills that can be transferred from one job to another. For example, you may be good at *self-management*, something employers frequently ask for in job ads. Since self-management is a skill that can translate into many positions, it's a transferable skill.

Other transferable skills can include solving problems, helping others, being a team player, managing money, or any skill that's relevant to the job. Make a list with examples of how you used each one. For example, for self-management, you might say, "Able to self-manage and motivated to perform tasks without having to be instructed." Another transferable skill may be "Quick learner" and the statement could read "Picks up new job tasks, ideas, and concepts quickly with minimal training".

## Use section names and ordering to your advantage.

Resumes are divided into sections for easy reading. For example, section names could be OBJECTIVE, SUMMARY, EDUCATION, EXPERIENCE, SKILLS, VOLUNTEER ACTIVITIES, and MEMBERSHIPS, but there are *hundreds* of other choices. You have an opportunity to add or reorder specific sections on your resume to your advantage.

For example, let's assume you're interested in a position that asks for some special technical experience. You could add a TECHNICAL SKILLS section to your resume to highlight your related technical qualifications. Or, you could emphasize other areas of strength that could offset this, such as your EDUCATION or TECHNICAL CERTIFICATIONS. The simple trick of reordering and renaming sections to be more in tune with the job being pursued makes your resume more relevant.





## **Use action words and bullet points.**

Action words, sometimes called action *verbs*, can give energy to a resume. Picking the right action words helps to make an impact because they are action-oriented, and they zero in on what you've done and the actions you've taken. Action words are frequently used to start bullet points in a resume. Bullet points are used to make short statements and emphasize important points. They're easier to scan because they spell out the point quickly and concisely.

## **Tell your story and create your own personal brand.**

Your resume is a direct reflection of your professionalism. From an employer's perspective, the information they have about you paints a picture and tells a story about who you are and what you're capable of. But what makes you unique? In what ways have you made a difference? Do you have a success story or passion for something that you'd like to talk about? Branding is an important exercise because it helps to define a consistent message. Your brand sums up what your main selling points are, gives the picture or tells the story of who you are and how you benefit an employer.

**Use the online [Optimal Resume Builder in Illinois workNet](#) for more helpful tips, examples, and writing assistance.**

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

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