

Combination, or skills-based resumes, are a good solution for those with work experience in more than one career field or those with gaps in their resume. This format allows you to emphasize your skills, rather than the timeline of your experience.

NAME

333-333-3333 | firstlast@gmail.com | www.linkedin.com/customurl

Project Manager | Pursing PMP

- 10+ years of experience as a project manager
- Maintained 95% stakeholder satisfaction through risk mitigation, quality assurance, cross-functional teamwork, and clear communication.
- Exceptional at cultivating relationships within the company, with partners, and with clients.
- Pursing PMP, anticipated completion date Month XXXX

KEY SKILLS:

Change Management	Talent Acquisition	Life-Cycle Management
Leadership	Performance Management	Customer Service
Process Improvement	Client Negotiations	Public Relations

HEADING

Include name, phone number, email, city and state (optional).
LinkedIn: ONLY include if established

PROFESSIONAL SUMMARY

Headline | Use the title strategically.

Professional Summary in Bullets or Paragraph |

Grab the reader's attention and "sell" your skills.
Ensure that you can speak with confidence to ALL skills listed.

KEY SKILLS

Only include skills that are relevant to the job you seek.
On a skills-based resume, this is where to put the emphasis.

RELEVANT WORK EXPERIENCE

Use this section to direct hiring manager attention to skills most relevant to the role they are hiring for.

Key Tips:

- Use quantitative examples to maximize impact.
- Select 3-4 relevant skills to support with examples.
- Use verbs that convey accomplishments.
- Ensure verb tenses match throughout resume.

RELEVANT WORK EXPERIENCE

Process Improvement

- Implemented and streamlined maintenance procedures and checklists for a department of 20 mechanics, resulted in 35% reduction in downtime due to mechanical failures.
- Trained 20 mechanics on a 40 hours maintenance course annually, contributed to 100% qualified mechanics.
- Awarded \$3K for EV Car-Cruise in for EV Day 2022, resulted in 150+ attendees for the 2nd event in Atlanta and partnerships with EV Town (Normal, IL) and Rivian.

Cross Functional Teams

- Coordinated with City Council members and other stakeholders to create a cohesive plan for growing Atlanta's tourism industry and documented implementation process.
- Collaborated with Logan County Tourism Bureau for county-wide events, including in 2022 the inaugural Route 66 Days and Logan County Restaurant Week, resulting in significant increased business in downtown Atlanta.
- Organized and implemented a partnership with ISU's DesignStreak Studio in 2021 to create modern and cohesive graphics for the city, saving the city \$5K in design fees.

WORK HISTORY

Mechanical Operations Manager
U.S. Army

January 2018-Current

Tourism Director
City of Atlanta, IL

January 2016-November 2017

WORK HISTORY

Include:

- Organization/Company
- Location
- Position timeline
- Job title

Key Tips:

- Keep format and numerals consistent.
- Avoid passive language.
- Quantify highest achievements.

EDUCATION & TRAINING

The first line of this section should contain the following:

- Degree/Certification earned
- Institution attended/Issuing authority
- Timeframe attended (if less than 5 years)

EDUCATION & TRAINING

Degree Name, School Name

Certification Name, Certifying Organization

X Training, Y Hours, Z Company

Year graduated if less than 5 years ago

MM/YY Completed & MM/YY Expires
* Keep on same line.

Dates