

Sample Combination Resume Template for a Career Change

Your NEW resume might look something like this:

SONDRA BLUMENTHAL (not her real name)

1234 Maple Ave.

Yorktown CA 98765

Sblumenthal@unknown.com

(123) 555-7890

CURRENT OBJECTIVE: position as customer service representative in mortgage banking.

Longer-term goal: position as loan officer

SUMMARY: (I'm just making this up! Create your own.)

- Five years successful experience providing customer-service type help in business settings.
- BA degree, with coursework in Accounting.
- Natural talent for working with figures, plus strong motivation to build a new career in mortgage banking.
- Currently enrolled in night school class in Real Estate Basics.
- (Whatever else seems pertinent, given what you learned in the Info Interview)

EXPERIENCE

1996-present, Administrative Assistant, Homblower & Company, Los Angeles, CA

Skill One (something you learned in the info interview that's a needed skill)

- A one-liner showing you've done something on the job to demonstrate this skill.
- Another of the same
- Another of the same

Skill Two (something else you learned in the info interview that's a needed skill)

- A one-liner showing you've done something on the job to demonstrate this skill.
- Another of the same
- Another of the same

1993-95 Executive Secretary, Breuner and Weiss Attorneys, Los Angeles, CA

Skill One (something you learned in the info interview that's a needed skill)

- A one-liner showing you've done something on the job to demonstrate this skill.
- Another of the same
- Another of the same

Skill Two (something else you learned in the info interview that's a needed skill)

- A one-liner showing you've done something on the job to demonstrate this skill.
- Another of the same
- Another of the same

EDUCATION

B.A., English, UCLA, graduated with honors (don't mention the year unless its recent)