

BUILDING YOUR HYBRID RESUME

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A hybrid or combination resume mixes parts of a chronological and skills-based resume, making it the perfect choice for most job searchers. Hybrids help prospective employers know your worth quickly as, unlike a skills-based resume, it gives context as to why your previous work or schooling experiences make you a worthwhile candidate. It's been said that employers also generally prefer the format and convenience of a hybrid resume over others. Job seekers who don't quite fit the bill for a chronological or skills-based resume can benefit from a hybrid resume.

Hybrid resumes are excellent for when you

- have job experience for a handful of years (about 3 to 9),
- are applying for a promotion or another position within the same company,
- are changing career fields,
- want to hide gaps in your employment, or
- do not have a strong education/academic history.

MAIN COMPONENTS OF A HYBRID RESUME

Name and Contact Information

- Put your full name in a clear font where it is easy to see. Don't use a nickname. Most resumes have the individual's name at the very top of the page in a larger font than any other information.
 - If you have a common name or know of others with the same name as you, putting a middle name or middle initial can minimize confusion.
- Put at least two reliable and up-to-date means of contact potential employers can reach you at. These can be any combination of phone numbers (with the area code), email addresses, and mailing addresses.
- Do not put Facebook Messenger, Discord, or other social media/messaging apps as a way to contact you. This is unprofessional.
- If you list an email as a contact, make sure it looks and sounds professional. Silly email addresses might give the wrong impression to potential employers. You can create a new email to give to employers.
 - Only use a school-given or work-given email when appropriate. School emails are appropriate on resumes for internships for a college degree, for example. Work emails are appropriate when applying for a promotion or another position within the same company. Double check all contact information for accuracy.

Job Objective (Optional on Hybrid Resumes)

- If you put a job objective, this should be the first section after your name and contact information.
- This is where you put what type(s) of position(s) you would like to apply for. This isn't a necessary component, though. Most jobs also have you submit an application that asks what positions you are interested in.
- Answer the following questions in 1 to 3 sentences when writing a job objective for a hybrid resume:
 - **What sort of position, title, or area of specialization are you looking for?** This can be incredibly specific (supervisor of X department) or very vague (office work). If you go with vague, make sure you specify what tasks you'd like the job to cover like "Office work position that utilizes word processing and spreadsheets, organizational skills, and office management."
 - **What level of responsibility are you going for?** In other words, how high up is the position? Mid-level? Upper-level?
 - **What are your most important skills?** List 2 to 4 of the most important skills you have that are needed in the job you're applying for.
 - **What other aspects do you need for your job?** Do you want to work in a small business or large? Do you want to be able to help the community? Do you want the business to be result-oriented? Things of this nature.
- A job objective should be brief but cover all areas you want to be considered for. For example, if you want a job as an administrative assistant and are open to any jobs that can fall under or around that category, you can put "*Seeking position requiring excellent business management skills in an office environment. Position should require a variety of tasks, including office management, word processing, and spreadsheet and database program use.*"
 - This leaves you open to other similar jobs they might have available in an administrative office setting. Perhaps you aren't clear exactly what positions are open or would like to work in any of several office jobs available at the business. A Job Objective section lets employers know what you're looking for so they can place you accordingly.
- See attached Job Objective Worksheet for help creating your job objective.

Example Job Objectives on a Hybrid Resume
Challenging position in programming or related areas that would best use expertise in business environment. Position should have opportunities for a dedicated individual with leadership abilities.
To make use of my interpersonal skills in a public relations position to achieve goals of a company that focuses on customer satisfaction and customer experience.
Seeking mid- to upper-level management position with responsibilities including problem solving, planning, organizing, and budget management.

- **Remember that fragments are okay on resumes!**

Skills

- A Skills section typically goes before Work Experience or Education sections on a hybrid resume. This section can be called Skills, Areas of Accomplishment, Areas of Expertise, Summary of Qualifications, Professional Experience, and more.
- This is where you put 3 to 6 skills you have and want to use that are related to the position you're applying for, like using Word, Excel, and PowerPoint or more specialized things like safety trainings, various machine use of any kind, writing/editing, design, customer service, welding, commercial fishing, and more. If your relevant skills exceed 6, don't exclude some. However, format the area to be concise as to keep room for other sections.
- How you want it formatted is up to you. See examples for possible formats to choose from.
- If you were granted certifications for any skills, put those in a "Certifications" section, too.
- Remember that these should be technical skills, not just personal traits. Don't just say you have good communication skills or a great work ethic here. Employers should be able to infer those traits from other places on your resume.

Put the remaining categories in order of relevance to your history or to the job you are applying for.

Work Experience

- In most cases, you should format each work history entry with the job title you held, the business you worked at, the years you were employed in that position, and a brief overview of your job description with any special skills used while in the position.
 - **Emphasize the skills that directly relate to the position you're applying for!** Even if it's a job in a completely different field from your work history, skills and tasks can correlate such as instances of leadership, proficiency in certain programs, technical skills, etc.
 - **Write on any accomplishments in these positions** with your job description OR in an "Accomplishments" section later.
- You can list work experience in whatever order you want. On a chronological resume, it's typical to format each work history entry from most to least recent. A skills-based typically lists them by relevance. Order listings on a hybrid in the way that most make sense for your purposes.
- If you have extensive work history entries that are all somewhat related, only put the previous three positions in entries of their own. Any other work experience can be put into a category of "Prior to [Date]".
 - If you have been working for ten or more years and choose to have each job in an entry of its own, you can drop the job descriptions from earlier jobs. It's the company name, job title, and dates of employment that are necessary.

- Military history can be placed in several possible sections on a resume. If it's the only work history you have, it's best to place it under a work experience section.
- If you have large gaps in your job history that can be filled with volunteer work, it might be better to intermingle your volunteer history with your work history. This is especially the case if your volunteer history was long term at businesses.
- You can disguise gaps not filled by volunteer work by only listing employment dates with years instead of months and years. The same can be done with gaps in education history.

<p>New Business Name Job Position DEC 2018 – Present</p>	<p>New Business Name Job Position 2018 – Present</p>
<p>Old Business Name Job Position APR 2013 - JAN 2018</p>	<p>Old Business Name Job Position 2013 - 2018</p>

- It's okay if some gaps are visible. Hybrid resumes, as stated, are a mix of skills-based and chronological resumes, and you can pick and choose the best way to tailor your resume with your personal experiences to minimize those gaps. Listing the skills section first already takes some of the attention off any working history gaps.

Education and Training

- Training refers to any technical or vocational diploma that is not a certification.
- Entries for education or training in a skills-based resume are less emphasized than on a chronological resume. With a hybrid resume, you can format these entries with either style. Entries don't necessarily have to be in chronological order here. Start by listing the most relevant degree you have.
 - If one piece of education or training is more relevant than another, but you still want to list all to show you were doing something during a gap in employment or something along those lines, you can choose to list the relevant one in a longer format like on a chronological and the less relevant ones in short forms like a skills resume.

Here is an example of education and training entries as typically seen on a **chronological resume**.

Education

BACHELOR OF ARTS, MAJOR IN ENGLISH -
LITERARY STUDIES
NICHOLLS STATE UNIVERSITY | AUG 2017 - DEC 2021
GPA: 3.8

Here are some examples of education and training entries as typically seen on a **skills-based resume**.

Examples for Education Entry Formats
Bachelor of Arts in English, Nicholls State University, 2017-2020
Bachelor of Arts in English Nicholls State University 2017-2020
Bachelor of Arts in English - Nicholls State University - 2017-2020
Bachelor's Degree in English, Literary Studies - Nicholls State University - 2017-2020

- Use the full name of any school or university added. Don't use initials.
- Only provide your high school information if you 1.) have no college education, 2.) are currently enrolled in college, or 3.) are young enough to have been a high school student within the past 5 or so years.
- You can list a GPA if it is one in good standing (3.5 or above) and it's appropriate for the job (such as a position in education or research).
- Do not put unfinished degrees **unless** you are currently enrolled and actively earning that degree. Don't call attention to dropping out of college. This can make the wrong impression.

Volunteer History / Community Work and Organizations (Optional)

- **Volunteer History and Organizations can be placed in different categories or the same one!** Depending on what you have for these, you might want to separate your volunteer/community work history from your experience with organization memberships or keep them in one section. For example, if you have a history of general volunteer work and a membership to an organization heavily based on volunteer work, you might as well group them as one.
 - Group any organizational history NOT associated with volunteering in a separate Organizations section.
 - **Label your sections accordingly!** If you don't have volunteer history but are/were a member of a non-volunteer organization, put an Organizations section, not a Volunteer History section. If you have no organization memberships but have volunteer history, put a Volunteer History section, not an Organizations Section.
 - If you have both volunteer history and organization memberships, but only one entry for each, you can either lump the two sections together in a Volunteer History / Organizations section OR keep them to two separate sections.
- If you want, you can place volunteer history in with work experience. This is recommended if the volunteer work was ongoing at specific places or with specific volunteer organizations or if you have large gaps in employment that were filled with said volunteer work.
- If you have either volunteer history or an organization membership, but do not want to put it on your resume, you don't have to.

Certifications

You can put any certifications in your “Education” section instead of in a section of its own if you want, just separate certifications from degrees in a clear way. Format certifications in the same way you would education entries.

Certifications

PRESERVING THE PAST

State Library of Louisiana, September 2021

LEADING FROM WITHIN

State Library of Louisiana, August 2021

DIGITAL PRESERVATION

State Library of Louisiana, August 2021

Accomplishments / Awards

- Employee of the month, record breaking skills/tasks in previous positions, quick promotions, and other things of the like can be put in an Accomplishments section or put in Work History under the job they were gained at.
- Put any outside Recognition/Awards/What Have You not granted by an employer in a section separate from work experience. Choose whatever section name is most relevant to your entries.

Other (Optional, only used in some cases)

- This is a catch-all section that is hard to define. Most people do not use an “Other” section because they can categorize all their information into one of the above categories.
- Miscellaneous things go here. If you didn’t put military experience with your work history, it could go here, for example. If you have any non-volunteer extra curriculums (like sports teams) which relate to a position you’re applying for, you can place them here.

If you put any references, put this section at the bottom, in a side column, or on a separate page. References are not the most important part of a resume to many employers.

References

- References aren’t always necessary on a resume, but it’s a good idea to have them. You can also add “References available upon request.” at the bottom of the page.
- It might be better to put a “References” section if you have no prior work experience.
- If you decide to put references, format it in an easy-to-read way and include the individual’s name, job, relation to you, and at least one form of contact that is accurate and efficient.
- References **should not** be members of your immediate families (spouses, parents, or children). If you share a last name with a reference that you aren’t related to, specify so with “no familial relationship” somewhere in the listing like shown on the next page.

References

Reference's Name, title if necessary

Reference's Job Position

Reference's Place of Business

Reference's Phone Number

Reference's Email

No familial relation

References

Reference's Name, title if necessary

Reference's Job Position

Reference's Place of Business

Reference's Phone Number

Reference's Email

(No familial relation)

- Ask people before you put them as a reference and make sure they will say positive things about you if contacted.

JOB OBJECTIVE WORKSHEET

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1. **What sort of position, title, and area of specialization do you want?** Are you open to any other similar ones that might be open? Write the type of job you want the way you'd explain it to an employer.

2. **Define your bracket of responsibility (entry level to upper level).**

3. **Name 2-4 key skills or certifications that you have that are important to the job you are applying for.**

4. **What else is important to you for this job?** Is there anything else you want to include in your job objective? This could be any values that are particularly important to you for your career like helping others, having room to move up, or working in a result-oriented environment. It can also be the size of the business you want to work for like local, small, mid-six/medium, or large business/corporation.

Now combine those answers in 1 to 3 sentences:

Professional Summary

Proactive, enthusiastic, and customer-oriented **Certified Project Manager (PMP)** possessing comprehensive experience within commercial, government and academic organizations. Successfully collaborating with team members at all levels within an organization. A strategic thinker who can quickly spot relevant patterns and issues with the ability to creatively problem solve to resolution. Fostering positive business relationships by demonstrating high levels of dependability, integrity, and resourcefulness.

Project Management | Project Coordination | Leadership | Data Analysis | Administration | Budgets and Finance Presentations | Copy Editing | Report Writing | Conference Planning | Academic Writing | Attention to Detail Time and Task Management | Effective Verbal and Written Communication | Organization and Prioritizing Critical Thinking | Results Driven | Target Oriented | Problem Solving | Growth Mindset

Experience

Job Title MM/YYYY - Present

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Job Title (Partial Remote Work) MM/YYYY - MM/YYYY

Company Name,

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Education & Certifications

Master of Business Administration (MBA), University Name, City, State / Country

Bachelor of Science in Mathematics (BS), University Name, City, State / Country

Project Management Professional (PMP) Certification, Certifying Organization, Year

Technology

Remote Communication and Project Management: Zoom, Skype, Slack, Microsoft (Teams, Project, OneNote, OneDrive), G Suite (Chat, Hangouts, Drive), GoToMeeting, GoToWebinar, FileZilla, Cisco WebEx, Remote Desktop Application

Document Management: Microsoft Office (Word, Excel, PowerPoint, Visio), Google Drive (Docs, Sheets, Slides)

Additional: WordPress, HTML, Camtasia, Adobe Creative Cloud (Photoshop, Illustrator, InDesign, XD)

Adopting new technology quickly and independently

Mary Thompson

Product Manager

Contact

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Skills

JavaScript
Coding
Debugging
SQL data mining
Client Management
Business Management
Sales
Leadership and mentoring

Education

BS in Business
Columbia University, New York

Awards

Won first-place in Acumen
Hackathon
2019 Leadership Award for
Marketing and Sales

Career Objective

Passionate product manager with proven management skills. Technology skills include Python and C++. Wrote back-end code for five business websites as independent consultant. Looking for an opportunity to lead a solution development portfolio for established tech group.

Skills Summary

Portfolio Management

- Managed a portfolio of up to 20 products for Adecco Data with varying deadlines but with 100% client satisfaction rates.
- Analyzed resources and budgets for Adecco Data to ensure efficient allocation. Findings resulted in 30% reduction in on-boarding costs.

Python

- Built a Python-based stock tracking webapp with 200 interactive, real-time graphs.
- Designed a 3D game using Python and MySQL.
- Streamlined the use of machine learning techniques by implementing Naive Bayes, Clustering, and Classification in Python for data analysis

Debugging

- Debugged 5 webapps written in Python.
- Reduced errors for an SaaS site by 25% through extensive debugging.

SQL Data Mining

- Designed, developed, and delivered machine learning-enabled solutions to address critical questions.
- Perform analysis of data related to several of our titles for patterns of malicious activity.

Business Management

- Provide insights and recommendations pulled from analysis to leadership and team members.
- Develop and maintain good relations and communicate with people at all hierarchical levels.