



## Functional Resume -Example

Your Name  
Street - City, State Zip - Phone - Email

### **JOB OBJECTIVE**

Very concisely state what job you would like next.

### **HIGHLIGHTS OF QUALIFICATIONS**

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

### **PROFESSIONAL ACCOMPLISHMENTS**

#### **Key Skill**

- Write two or more bullet statements about employment or volunteer activities in which you used this skill.
- Quantify results of your accomplishments when possible and appropriate: refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results.

#### **Key Skill**

- Write two or more bullet statements, following the tips mentioned under the first Key Skill section.
- Prioritize the statements under each Key Skill section so the most relevant one comes first.

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### **WORK HISTORY**

**Company Name**, City, State, 20xx-present

#### **Job Title**

- List all jobs for the last 10 years or if relevant the last 15+ years

### **EDUCATION**

Name of School (*list the City and State if desired*)

Degree, Major (*GPA and year of graduation are optional but may be asked for by some employers*)

### **COMMUNITY SERVICE**

Position held, Organization, Dates