

Functional Resume Sample

Name

Address | Phone Number | Email

Key Qualifications/Key Strengths

- Write 3-4 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/Core Competencies

Key Skill 1

- Write 2-5 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 2

- Write 2-5 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.

Work History/Professional Profile

Company, City, State

dates of employment (month/year)

Job title

Company, City, State

dates of employment (month/year)

Job title

Company, City, State

dates of employment (month/year)

Job title

Education

Degree

School Name, City, State

Technical Skills

Include skills such as other languages, skill with Microsoft Office or other popular software, any technology related skills, relevant volunteer work or community service