

(Functional Resume Template)

Name

Street

City, State Zip

Phone, Fax, E-mail

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation.

RELEVANT EXPERIENCE

MAJOR SKILL

- An accomplishment you are proud of that shows you have this skill.
- A problem you solved using this skill, and the results.
- A time when you used your skill to positively affect the organization, the bottom line, your boss, your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

MAJOR SKILL

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.
- An occasion when someone "sat up and took notice" of your skill.

WORK HISTORY

19xx-present	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city

EDUCATION

Degree, Major (if relevant), 19xx (optional)
University, City, State