

Example of Functional Resume

Full Name

[Mailing Street Address]•[City, State, Zip Code]•[(Area code) Phone #]•[Email]

SUMMARY (Summarize your qualifications and achievements that apply to the job you wish to land. List specifics below.)

- Qualification or achievement
- Qualification or achievement
- Qualification or achievement
- Qualification or achievement
- Qualification or achievement

List 5 or 6 strengths that are relevant to the job you are applying for either by paragraph or bullets

EXPERIENCE AREA

- (Relevant Skill)
- (Describe how you demonstrated this skill – achievements)
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WORK HISTORY

Job Title	Company Name, City, State	Month & Year – Month & Year
Job Title	Company Name, City, State	Month & Year – Month & Year
Job Title	Company Name, City, State	Month & Year – Month & Year
Job Title	Company Name, City, State	Month & Year – Month & Year

EDUCATION

(If Education is your most important asset, (new graduates) move it before Experience)

School Name, City, State Major:Dates
 (Award, accomplishment, curricular activity, minor, advanced degree, credit hours completed, etc.)
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(Highest level completed or include others if relevant to the position applied for)

PROFESSIONAL MEMBERSHIPS

Military experience, community organizations or activities, special skills, awards.