

FUNCTIONAL RESUME EXAMPLE

YOUR NAME

Address (city & state only)

Phone Number

Email

SUMMARY OF QUALIFICATIONS

- Use 4 to 6 bullets to highlight your qualifications and strengths that would distinguish you from the other candidates
- Focus on ACCOMPLISHMENT STATEMENTS that showcase your experiences, skills, service, and outcomes that relate directly to the position you are applying
- Example: 5 years as a business professional with strong focus on accounts payable.

PROFESSIONAL ACCOMPLISHMENTS

Key Skill (Example: Communication Skills)

- Use bullets to describe the work performed in using this skill.
- Highlight details such as totals, quantities, and any other measurable information.
- Start each bullet with an action word (Example: Created, Trained, Developed)

Key Skill (Example: Leadership Skills)

- List the most relevant points first
- Refer to the example above for what to include here

WORK HISTORY

- Job Title, Employer City, State Dates
- Job Title, Employer City, State Dates
- Job Title, Employer City, State Dates

EDUCATION

Degree and Emphasis Area or Minor
School Name, City, State

Date of Completion

Degree and Emphasis Area or Minor
School Name, City, State

Date of Completion