

SAMPLE FUNCTIONAL RESUME

NAME
ADDRESS
TELEPHONE
E-MAIL

OBJECTIVE

SKILLS SUMMARY (could also include software, foreign languages, etc.)

specific skill #1 (*list three separate examples of how the skill was used – but no dates/job locations*)

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specific skill #2 (*list three separate examples of how the skill was used –but no dates/job locations*)

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specific skill #3 (*list three separate examples of how the skill was used – but no dates/job locations*)

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PROFESSIONAL EXPERIENCE (starting with most recent job)

Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State) – *but no details about the job*

Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State) – *no details about the job*

Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State) – *no details about the job*

EDUCATION

College Studies

PROFESSIONAL MEMBERSHIPS

SAMPLE CHRONOLOGICAL RESUME

NAME
ADDRESS
TELEPHONE
E-MAIL

SKILLS SUMMARY (could include software, foreign languages, etc.)

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PROFESSIONAL EXPERIENCE (starting with mmost recent job)

Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State)

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-
-
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Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State)

-
-
-

Dates (Month/Year) -- Job Title – Company Name – Company Location
(City/State)

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EDUCATION

College Studies

Certifications

PROFESSIONAL MEMBERSHIPS