

# Functional Resume Template

## Name

### **SUMMARY:**

[Adjective] [Job Industry] professional with [#years of] experience in [special skill]. Possess a strong background in [relevant contexts in which you have worked] and a proven ability to [relevant, measurable skills]. Seeking to [relevant objective] in a [desired job position] role.

### **SKILLS:**

- Skill #1
- Skill #2
- Skill #3
- Skill #4
- Skill #5
- Skill #6

### **PROFESSIONAL ACHIEVEMENTS AND ACCOMPLISHMENTS:**

#### **Customer Relations**

- Action + Results = Accomplishment
- Action + Results = Accomplishment
- Action + Results = Accomplishment

#### **Process Improvement**

- Action + Results = Accomplishment
- Action + Results = Accomplishment
- Action + Results = Accomplishment

#### **Strategy**

- Action + Results = Accomplishment
- Action + Results = Accomplishment
- Action + Results = Accomplishment

### **WORK EXPERIENCE:**

**Company, Job Title/Position**—City, State

Month Year-Month Year

**Company, Job Title/Position**—City, State

Month Year-Month Year

**Company, Job Title/Position**—City, State

Month Year-Month Year

### **EDUCATION**

**Name of Institution, Degree Awarded**—City, State

Year

### **COMPUTER LITERACY**

Microsoft Office Suite (MS Word, Excel, PowerPoint), Adobe Photoshop, Dream Weaver, Oracle

### **AWARDS/RECOGNITIONS**

- Employee of the Month— McDonald's

Year

### **CIVIC COMMUNITY INVOLVEMENT**

[Organization] [Volunteer Title Role Name]

Phone: XXX-XXX-XXXX

Email: name@gmail.com