

BASIC FUNCTIONAL RESUME

YOUR NAME
Street Address
City, State, and Zip
(415) xxx-xxx
Email

OBJECTIVE: A position as _____, focusing on _____.

EDUCATION & TRAINING
Degrees and relevant coursework

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

ONE RELEVANT SKILL (essential to the objective named above)

- An accomplishment/one-liner that illustrates this skill (including where this occurred).
- An accomplishment that illustrates this skill (including where this occurred).
 - A sub statement that elaborates on one step in the process of the accomplishment above.
 - A sub statement that elaborates on another step in the process of the accomplishment above.
 - A sub statement that elaborates on another step in the process of the accomplishment above.

ANOTHER RELEVANT SKILL (essential to the objective named above)

- An accomplishment that illustrates this skill (including where this occurred).
 - A sub statement that elaborates on one step in the process of the accomplishment above.
 - A sub statement that elaborates on another step in the process of the accomplishment above.
- An accomplishment that illustrates this skill (including where this occurred).
 - A sub statement that elaborates on one step in the process of the accomplishment above.
 - A sub statement that elaborates on another step in the process of the accomplishment above.
- An accomplishment that illustrates this skill (linking it to the work history below).

A SPECIAL KNOWLEDGE-AREA (essential to the objective named above)

- An accomplishment that illustrates or documents this special knowledge (including where).
- A list of equipment or processes you are familiar with, consistent with expertise in this area.
- A list of courses or training you took, that shows your expertise in this area.

EMPLOYMENT HISTORY

200x-present	Job Title	COMPANY NAME, City, State (+another line of explanation if needed)
200x-0x	Job Title	COMPANY NAME, City, State
200x-0x	Job Title	COMPANY NAME, City, State

STUDENT ACTIVITIES

PROFESSIONAL AFFILIATIONS