BASIC FUNCTIONAL RESUME

YOUR NAME	
Street Address	
City, State, and Zip	
(415) xxx-xxx	
Email	
OBJECTIVE: A po	sition 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 the second	nis skill (<u>including where this occurred)</u> .
- 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 (<u>linking it to the work history below</u>). 	
A CRECIAL KNOW ERCE AREA (constraints the chiestics remaind shows)	
A SPECIAL KNOWLEDGE-AREA (essential to the objective named above)	
 An accomplishment that illustrates or documents this special knowledge (including where). 	
• A list of aquipment or processes you are familiar with consistent with expertise in this area	
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	

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