

## FUNCTIONAL RESUME EXAMPLE

<b>Your Name</b> Street Address City, State, Zip Code Phone Number
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### SKILLS AND ACCOMPLISHMENTS

**Directions** - List 3-5 skills you learned in 4-H in order of preference down the left-hand side of your resume, as shown below. Next to each skill, list three to five ways in which you used that skill in a 4-H, school, or other project and what you accomplished. Keep your description to one or two sentences.

#### Skill # 1

- ✓ Best example of how you used this skill and what you accomplished.
- ✓ Another project or activity in which you demonstrated that you had this skill.
- ✓ Yet another example of this skill in action - perhaps a description of a workshop you participated in where you practiced or learned more about this skill.

Continue in the same way with your other four skills. Here is a sample skill description.

#### Leadership

- ✓ Persuaded my 14-member 4-H group and the local Citizens Association to clean up a neighborhood park, for which we won an award for civic beautification from the mayor. Organized a clean-up day and bake sale; press coverage resulted in more than \$1000 in donations from local businesses.

### EDUCATION

#### NAME OF CURRENT SCHOOL

Date you received or expect diploma

#### City, State

Dates attended

**Directions.** List your academic major or area of strongest interest. Then list up to three outside activities, such as 4-H, and any offices you have held, such as Student Council representative or Class Secretary. Finally, describe any honors, awards, or recognition you received for academic achievement (National Honor Society, for example), arts, sports, community service, citizenship, or other activities-but do not repeat those you included in your skills descriptions.

*Here is a sample entry:*

**NORTHSIDE SENIOR HIGH SCHOOL**  
Diploma, June 1993

**HIGH VALLEY, IDAHO**  
1990-93

Concentration in physical sciences. Treasurer, Class of 1993. Varsity track and field team, 1991-93. Member, High Valley 4-H Club, 1990-93; served as President (1991-92) and Treasurer (1990-91). Letter in track and field, 1992. Named as one of five "Junior Citizens of 1993" by the High Valley Farmers Coop for community and school service.

### **EMPLOYMENT AND/OR VOLUNTEER WORK**

List your previous employers here, beginning with your most recent job. Include the company name, city, state, and dates (month/year) you were employed. If you have not been employed, you can list significant volunteer work; such as, hospital volunteer, church, parks and recreation programs, etc. Include organization and **short** description of your volunteer work.

**6/93-9/93**

**Wilderness Ranch**, Salmon, Idaho (summer job)

large,

**Ranchhand**. Assisted with all aspects of operations on a

and

family-owned cattle ranch: fed and cared for cattle, cleaned  
maintained ranch equipment and buildings,  
mechanical help with

and provided

farming machinery.

**6/92-9/92**

**Stillwater Community Hospital** (volunteer work)

Responsible for

**Candystriper**. Worked in the supply department.

Entered

filling orders from various units/floors for basic supplies.

orders into computer for inventory control.