

Functional Resume – Worksheet

(This is a general format. Not all items are necessary)

Name _____

Address _____

Phone () _____ Cell () _____

E-Mail _____

OBJECTIVE _____

Be specific. List the position title and company name

SUMMARY OF QUALIFICATIONS

- _____
- _____
- _____

Use three or four bullets to highlight qualifications listed in job announcement

EDUCATION

College _____ Major _____ Date _____

RELEVANT SKILLS

Skills

- _____
- _____
- _____

List skills related to the position

Accomplishments

- _____
- _____
- _____

Awards and special recognition

Responsibilities/Leadership

- _____
- _____
- _____

List current and/or past leadership roles

EMPLOYMENT HISTORY

Title _____ Company _____ Dates _____

Title _____ Company _____ Dates _____

Title _____ Company _____ Dates _____

For assistance make an appointment with the Career Services staff

Santiago Canyon College _ Career Services _ D-106 _ Tel: (714) 628-4805

SUSAN SEEKER

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Orange, CA 92869
Home: (714) 222-0000 Cell:(714)123-0000
E-mail: susan.seeker@msn.com

OBJECTIVE To acquire a position as a receptionist at the O.C. Register

SUMMARY OF QUALIFICATIONS

- ❖ Three years effective customer service skills
- ❖ Enthusiastic, personable, professional in appearance and manner
- ❖ Strong communication and organizational skills
- ❖ Fluent in German, French and English

EDUCATIONS:

<u>Santiago Canyon College,</u> Major: A.A., Business Office Administration	Orange, CA	Present
<u>Regional Occupational Programs,</u> Certificate of Completion – Microsoft Office Applications	Orange, CA	May 2009

RELEVANT SKILLS:

Skills

- Greet and acknowledge customers in a warm and friendly manner
- Answer multi-line phones with professional greeting
- Able to type 50wpm
- Knowledgeable in various computer systems, including MS Word, Excel
- General working knowledge of business machines and equipment

Accomplishments/ Awards

- | | |
|--|------|
| • Santiago Canyon College Dean’s list | 2013 |
| • Student Recognition Award | 2012 |
| • Santiago Canyon College Student Leadership Certificate | 2012 |

Responsibilities/Leadership

Future Teacher of America Club president present

EMPLOYMENT HISTORY:

Teller – Wells Fargo Bank Roseville, CA 2010–present

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