

FUNCTIONAL RESUME

The functional resume allows the job seeker to refocus his/her resume from work history to skills/experience relevant to the position. This allows the employer to see how the candidate's skills fit the job without being distracted by unrelated job titles. This resume style is popular with recent college graduates and those changing careers.

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OBJECTIVE An entry level marketing position with Reynolds and Reynolds

HIGHLIGHTS

- Over three years experience in sales/marketing
- Recognized with numerous awards for outstanding performance
- Accomplished at developing new and creative ideas
- Attentive listener and effective team player

EDUCATION Bachelors of Science, Business Administration,
focus on Marketing
San Francisco State University, May 20xx

RELATED SKILLS/EXPERIENCE

Marketing / Sales

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales of general merchandise for large catalog sales chain store

Organization / Planning

- Maintained large store inventory utilizing a computerized inventory system
- Performed inventory control and clerical tasks as needed
- Completed cash transactions

Communication

- Supervised and trained personnel
- Participated in numerous microcomputer trade shows

PROJECTS

- Researched and presented paper on computer technology
- Participated in campus speech tournament

EMPLOYMENT Marketing / Sales Intern, Progressive Microproducts, SF, CA 20xx
Management Trainee, Grand Auto, Inc., Oakland, CA 19xx-20xx

FUNCTIONAL RESUME

NAME
Address
City, State, Zip Code
Phone Number
Email

OBJECTIVE Specific to the job title or function

HIGHLIGHTS

- Write three or four statements that summarize why you would be a good fit for the position
- Statements should highlight strengths such as experience, skills, and personal traits
- Prioritize the statements so the most important one is listed first

EDUCATION Degree (BA, BS, etc), Major
San Francisco State University, May 20xx

RELATED SKILLS/EXPERIENCE

Key Skill

- Select two or three activities from your experience that demonstrate your skills in the specific area
- Quantify the results when possible; refer to how you positively influence your organization, situation, bottom-line
- Mention awards and recognition you received using this skill

Key Skill

- Key skill phrase
- _____
- _____

Key Skill

- _____
- _____

PROJECTS

- List projects where you utilized the skills above
- You can also add other sections to the resume, such as Relevant Coursework, to demonstrate how you use the skills required by the job

EMPLOYMENT Job Title, Company, City, State, Date
Job Title, Company, City, State, Date