



## Sample Functional Resume

Name

Street Address, City, State, Zip Code

Home telephone number, cell phone number

Email address

**Objective** (ensure that the job title and duties here match the job description)

*Provide a brief description of the job and job environment for which you are applying.*

*Example: Seeking executive-level Administrative Assistant position in an organization geared to communications, marketing, or fundraising.*

### **Skills Summary**

*Use this section to call attention to specific strengths, especially those that match the job description. This is useful for listing knowledge and skills that are transferable between all jobs.*

*Example: 10 years successful experience in client service, able to multitask in deadline oriented environments, highly proficient in the use of relational databases.*

### **Summary of Qualifications**

**One Relevant Skill** (essential to your objective and skills summary)

*Example: **Management***

- An accomplishment statement that illustrates this skill (including where this occurred)

*Example: Carry out all responsibilities under environmental legislation; develops and ensures adherence to proper procedures to prevent environmental spills*

- Another statement that focuses on transferable skills used while employed at the worksite

**Another Relevant Skill** (essential to your objective and skills summary)

*Example: **Fiscal Responsibility***

- An accomplishment statement that illustrates this skill (including where this occurred)

*Example: Prepares annual operating plans, budgets and controls for operating at budgeted levels with appropriate justification and approval for variances including site outages.*

- Another statement that focuses on transferable skills used while employed at the worksite

**Special Knowledge** (essential to your objective and skills summary)

*Example: **Quality Control***

- An accomplishment that illustrates or documents this special knowledge (including where)

*Example: Manages a safety program that complies with all Federal and State requirements insuring the safe operation of the power plant with regard to the public, employees and plant installation.*

### **Employment History**

200x – Present Job Title, Company Name, City, State

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### **Education, Training, Professional Development**

List degrees; date received; name of institution, city, state

Special accomplishments and/or awards

*Example: B.S., Business Administration; 1981; Rutgers University; New Brunswick, NJ*

Graduated with honors

List names of specialized training; date completed; name of institution, city, state



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*Example:* Diploma; 2002; Middlesex County Technical/Vocational School, School of Construction Technology; New Brunswick, NJ

List names of professional development workshop/program; date completed; name of institution, city, state

*Example:* Communicator Certificate Program; June 2008; Rutgers University, University Human Resources; New Brunswick, NJ

### **Certifications and Licenses**

List names of certifications/licenses; current status; name of granting agency or organization

*Example:* Certified Right to Know Trainer; June 2008 active; New Jersey Department of Environmental Protection; Trenton, NJ

### **Computer Literacy**

List computer environments with which you are familiar: PC, MAC, Linux, UNIX, etc.

List public computer software with which you have proficiency: Word, Access, internet, email, research databases, investigation databases.

List proprietary computer software with which you have proficiency (identify what it is to outsiders): RIAS Oracle-based purchasing system, SAKAI course management system.

### **Military**

Branch of service, rank, rate, year separated

Security clearance if any

Decorations, awards, accomplishment, special abilities, if any

### **Professional and Community Affiliations** (only list those that are job related and pertinent)

Professional organizations to which you belong in your current job

*Example:* Secretary, Rutgers Chapter of American Council on Education Network

Professional organizations to which you belong based on personal interests or education

*Example:* Public Relations Society of America, graduate student member

Community affiliations that show skills that are job relevant (shown in parentheses)

*Examples:* Local humane society fundraiser (fundraising, client contact)

PTA president (leadership and supervisory experience, planning and organizing events)

Board of Education member (leadership and negotiation skills, budgeting skills)

Toastmasters (public speaking skills)

### **Special Abilities** (only list those that are job related and pertinent)

*Examples:* Trilingual in English, Spanish, and Portuguese

Fluent in American Sign Language

Yoga instructor (pertinent to jobs where stress management is important or where knowledge could be passed along to others; e.g., student services positions)