

Sample: Functional Resume Format

First, Last Name

Address

Phone

JOB OBJECTIVE: If possible, be specific for each job

SUMMARY OF RELEVANT SKILLS: *(List w/ bullets or aligned tabs)*

- ◆
- ◆
- ◆
- ◆

**Next use headings that represent relevant skills that the job description is looking for, & then type bullet statements below each heading which show your relevant skills.*

SAMPLE HEADINGS:

BUSINESS SKILLS

COMPUTER SKILLS

COMMUNICATION SKILLS

TEAM PLAYER

LEADERSHIP SKILLS

WORK EXPERIENCE:

Job Title

Name of Business, Address, Phone, Supervisor's name (optional)

Job Title

Name of Business, Address, Phone, Supervisor's name (optional)

VOLUNTEER EXPERIENCE:

- ◆ Name of Business, City, State, Phone Number, Contact Person
- ◆ Name of Business, City, State, Phone Number, Contact Person

EDUCATION:

Degree, University, City, State

Sample: Chronological Resume Format

FIRST, LAST NAME

Address, City, State, Zip Code

Email Address

Phone Number

JOB OBJECTIVE: If possible, be specific (& professional) for each job you are applying for.

RELEVANT SKILLS: (List w/ bullets or aligned tabs)

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EXPERIENCE: Chronological is preferred by employers and lists every job in chronological order (most recent job first), and includes dates

**You can also include volunteer work experience, and show how it would benefit your next employer.*

Job Title

Date (month/year)

Name of Business, Address

List Job duties

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-
-

Job Title

Date (month/year)

Name of Business, Address

List Job duties

-
-
-
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EDUCATION: If more than two years old or not pertinent to job, then put at the bottom of the page

LICENSES/CERTIFICATIONS: Should be relevant to employment; list expiration date &/or when they were acquired