

FUNCTIONAL RESUME TEMPLATE

Name	
Address	
Telephone/Cell Number	
Email	
Linked In	

Objective or Summary Statement

(Use this space to state a powerful 2-3 line description of the type of work you do and the problems you solve.)

Relevant Skills and Experience

Skill: (List a skill category related to your objective and use bullet points to list your specific experience in the skill area.)

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•	•
•	•
•	•

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•	•
•	•
•	•
•	•

(Repeat as often as necessary in order to list all of your marketable skills.)

Work Experience

Position/Job Title	(Period of Employment)
Name of Company	
Location (Optional)	

(Repeat as often as necessary to list your employment history from the most recent to the least recent position.
If applicable, create a "Volunteer Experience" heading and use above format to include relevant volunteer work.)

Education and Training

Course of Study (Diploma or Degree)	Date (Years are optional.)
Name of School and Location	

(List all relevant education and training in the same way that you listed your work experience.)

Awards and Certificates

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References

Available upon request