

Functional Resume

- ✓ Gathers work history and abilities by abilities area or job duty.
- ✓ Places less emphasis on lack of experience in a field.
- ✓ Beneficial for career changers, those returning to work and the first-time job seekers.
- ✓ Below is a functional resume:

FIRST AND LAST NAME

Address Line 1

Address Line 2

City, State Zip Code

(555) 555-5555

OBJECTIVE

Include objective here

SUMMARY OF QUALIFICATIONS

Qualification—

Short summary of skills, accomplishments, or responsibilities for this specific qualification.

Qualification—

Short summary of skills, accomplishments, or responsibilities for this specific qualification.

Qualification—

Short summary of skills, accomplishments, or responsibilities for this specific qualification.

SUMMARY OF EXPERIENCE

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

EDUCATION

LICENSES AND CERTIFICATIONS

AWARDS OR PROFESSIONAL MEMBERSHIPS