

7.0.7 Functional Resume Template



[Your Name]

[Street Address], [City, ST ZIP Code] [phone] [e-mail]

Career Objective/Professional Summary

"[Describe your career goal/Summarize top qualifications]."

Skills Summary

"[Skill One]" "[Describe Skill/Experience]"

"[Skill Two]" "[Describe Skill/Experience]"

"[Skill Three]" "[Describe Skill/Experience]"

Professional Experience

[Company Name] [City, ST]
[Job Title]

[Company Name] [City, ST]
[Job Title]

[Company Name] [City, ST]
[Job Title]

Education

[Dates of attendance] [School Name] [City, ST]
"[Degree Obtained]"

Other Skills/Experience

"[Describe Skill/Experience]"

"[Describe Skill/Experience]"