



## Functional Resume • Template

### [Your First and Last Name]

[Street Address, City, State, ZIP Code], [Phone number], [Email]

---

#### Objective

[Briefly describe the kind of job you want.]

#### Professional Highlights

[Field or area of achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or area of achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or area of achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or area of achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

#### Skills

- [Professional or technical skill]                      - [Professional or technical skill]
- [Professional or technical skill]                      - [Professional or technical skill]
- [Professional or technical skill]                      - [Professional or technical skill]
- [Professional or technical skill]                      - [Professional or technical skill]

#### Employment History

- |             |   |                    |
|-------------|---|--------------------|
| [Job title] | <b>[Company name],</b><br>[City, State] | [Employment dates] |
| [Job title] | <b>[Company name],</b><br>[City, State] | [Employment dates] |
| [Job title] | <b>[Company name],</b><br>[City, State] | [Employment dates] |
| [Job title] | <b>[Company name],</b><br>[City, State] | [Employment dates] |

#### Education

- |          |  |                   |
|----------|--|-------------------|
| [Degree] | <b>[School name],</b><br>[City, State] | [Dates in school] |
| [Degree] | <b>[School name],</b><br>[City, State] | [Dates in school] |

NOTE: The brackets [ ] and the text between them are to be replaced with your information. For example, where it says **[Job title]**, you might put **General Manager** or **Teacher**.



## Functional Resume • Example *page 2*

### Jane Smith

101 Everyday Street, Townsville, State, 12345, (987) 654-3210 jsmith@company.com

---

#### Objective

Strong problem-solver and analytical thinker seeks administrative position to improve the workflow and processes in an office setting.

#### Professional Highlights

Administrative attributes

- Preparing and serving refreshments to visitors and directors
- Searching and interrogating electronic and manual databases
- Receiving, sorting and distributing incoming/outgoing mail

Personal attributes

- Committed to learning and self development
- Excellent standard of literacy and numeracy
- Good communication and listening skills

Office management attributes

- Possessing a responsible, mature and professional attitude
- Organizing daily tasks to priorities and deadlines
- Awareness of equalities issues and anti-discriminatory practices

Billing and record keeping attributes

- Completed domestic and international expense reports
- Processed invoices for payment
- Maintained financial records for the company

#### Skills

- |                    |                  |
|--------------------|------------------|
| - Reception duties | - Filing         |
| - Answering phones | - Minute taking  |
| - Data entry       | - Data mining    |
| - IT skills        | - Report writing |

#### Employment History

Administrative Assistant	<b>River Tech</b> [City, State]	February 2018- current
Administrative Assistant	<b>Cloud Clearwater,</b> Cityston, State	June 2016- February 2018
Assistant	<b>Cloud Clearwater,</b> Cityston, State	November 2015- June 2016
Office Assistant	<b>Cityston, University,</b> Cityston, State	September 2012- May 2015

#### Education

Bachelor of Applied Science	<b>Cityston, University,</b> Cityston, State	September 2012- May 2015
--------------------------------	---	-----------------------------