

  
**WORK FORCE**  
Our business is helping people  
**SAMPLE FUNCTIONAL RESUME**

**NAME**  
Address  
Phone Number  
Cell Number  
Email Address

## **PROFESSIONAL EXPERIENCE**

**\*Do not list where or when here (that is listed at the bottom under Employment History)**

### **ADMINISTRATIVE (OR Management, Bookkeeping, Sales etc.) EXPERIENCE**

- At least
- 3 bulleted,
- duties, responsibilities, and/or accomplishments

### **Other Experience OR Community Involvement / Volunteer Work OR Military Exp.**

- At least
- 3 bulleted
- duties, responsibilities, and/or special accomplishments

### **WRITTEN & ORAL COMMUNICATION SKILLS**

- List any written reports you've written, spreadsheets, presentations, etc.
- List all software programs you've used. Remember, Microsoft applications are capitalized and you should be specific with which ones you have experience with in a work setting – if you're an expert, say so. (Word, Excel, Publisher, Outlook, Power Point, Access, Photo Editor, etc., Quick Books, AMS, ADP, etc.)
- List all the office equipment you've used: multi-line phones (how many lines), copiers, facsimile, scanners, postage meters, etc. List your typing speed, whether you know 10 key by sight or touch.
- List your “strengths”; multi-tasker, team player, etc.

<b>EDUCATION</b>	<b>COLLEGE OR HIGH SCHOOL NAME</b>	<b>CITY, STATE</b>
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College Degree, Date of graduation  
Major/Minors (Optional)  
Honors, GPA listed if over 3.0, Awards, Associations (Optional)  
Licenses, Certifications, etc. (if applicable)

## **EMPLOYMENT HISTORY**

- **Position Held/Title, Company Name, City, State, Dates**
- **Position Held/Title, Company Name, City, State, Dates**
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**\*Unless you have extensive experience in another field other than those listed above, you should only list the last 10 years of employment. Try and keep your resume to one page. If your education is a substantial part of your qualifications, please list before professional experience at top.**

## **REFERENCES AVAILABLE UPON REQUEST**

**\*References should be listed on separate page (professional references only – we will not contact personal references).**