

Sample functional résumé

Leave adequate margins on all sides

Sarah Jones
1310 Rock Ledge Street
Hamlet, Large State 41112
454-555-5555

OBJECTIVE — Objective statement should address the position applied for

Receptionist position using my customer service, administrative, and communication skills

EDUCATION — Bold capital letters emphasize major headings

Large State Community College
A.A. in Liberal Arts, expected May 2000
G.P.A.: 3.6/4.0

Hamlet High School
Diploma, May 1997
G.P.A.: 3.3/4.0

EXPERIENCE

Customer Service

Selected for the express lane while working as a cashier
Directed customers to product locations
Served restaurant patrons and responded quickly to requests
Handled food substitutions and special requests efficiently

Administration

Recorded meeting notes and maintained membership roster for College Outdoors Club
Calculated restaurant customers' bills accurately
Type 60 words per minute

Communication

Explained menu items to customers
Relayed special requests to chef
Received A's in speech and composition classes

Computer Applications

WordPerfect, Word, Windows 98

WORK HISTORY — Brief work history goes at the end

Table Server, Good Food Restaurant, Hamlet, Large State, 1999
Cashier, Blue Skies Chain Store, Hamlet, Large State, 1997-1998

References available upon request

Identify major skills required for the position

Begin statements with action verbs

Include specific achievements