



Template and Sample of Functional Resume

Functional Resume

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Let find out...

What is it? Functional resumes focus on your qualifications, not your career timeline. This style of the resume highlights what skills you have, rather than where and when you acquired or utilize them. In other words, instead of listing your experiences by your job titles, your resume will contained sections titled by your skills such as verbal and written communication, customer satisfaction, project management etc.

Who should use it? This resume style is recommended for college students seeking internships or their first jobs out of college, for those with no professional experience, those who have not worked for some time, or for career changers. While potential employers will appreciate the overview of your skills, if you hold any professional experience, consider using the chronological resume, or a combination resume, over the functional format.

Functional Resume Template

Your Name

[Street Address], [City, ST ZIP Code]

[Phone Number]

[Email Address]

Objective [Describe your career goal or ideal job that you are applying for.]

Professional Achievements [Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]

[Field or Area of Accomplishment]

- [Achievement]
- [Achievement]
- [Achievement]
- ...

...

Skills [Professional or Technical Skill]
[Professional or Technical Skill]
[Professional or Technical Skill]
[Professional or Technical Skill]

...

Work History [Job title]
[Company Name], [City, ST] [Dates of Employment]

[Job title]
[Company Name], [City, ST] [Dates of Employment]

[Job title]
[Company Name], [City, ST] [Dates of Employment]

Education [Degree] [School Name], [City, ST] [Date of Graduation]

References References are available on request.

Functional Resume Sample

John Rose

1234, Los Angeles, CA 90041
(123)-456 ####
johnrose@isofwarereviews.com

Objective Seeking a Software Manager position requiring advanced management knowledge to improve the company operations.

Professional Achievements **Project Management**

- Completed more than 20 projects regarding to e-commerce websites at ABCD Software Inc. Responsible for helping define, plan and create online marketing campaigns.
- Supported company projects in the selection, delivery and management of new technology.

Operational Management

- Over 4 years delivery management experiences. Decreased shipping processing time 50 percents by 2006.
- Was a manager of more than 30 employees, responsible for \$2 millions of budget.

Computer Skills

Operating Systems: Windows XP, Windows Vista, Windows 7, Unix, DOS, Linux, Mac OS X.

Programming Languages: Visual Basic, Visual C++, ASP, JavaScript, HTML, PHP and Action Script.

Databases: Oracle, SQL, MS SQL Server, MS Access 2007, MySQL.

Applications: Microsoft Office Suite, Adobe Photoshop, Adobe Flash, Adobe Dreamweaver.

Typing Speed: 80 WPM.

Work History

e-Business Manager

ABCD Software Inc., Los Angeles, CA 2007 – Present

Information Systems Manager

ABCD Software Inc., Los Angeles, CA 2002 – 2007

Education

Master of Information Technology XYZ University, Los Angeles, CA 2000

References

References available upon request