

THE FUNCTIONAL RESUME

Your Name Here: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Objective: _____

HIGHLIGHTS OF QUALIFICATIONS

- _____
- _____
- _____
- _____

PROFESSIONAL EXPERIENCE

_____ (sub-heading 1)

- _____
- _____
- _____

_____ (sub-heading 2)

- _____
- _____
- _____

_____ (sub-heading 3)

- _____
- _____
- _____

EMPLOYMENT HISTORY

Title _____ Company _____ Date _____

Title _____ Company _____ Date _____

Title _____ Company _____ Date _____

EDUCATION AND TRAINING

(MAY MOVE BEFORE HIGHLIGHTS IF NEW GRAD)

Paradise Valley Community College, Phoenix, Arizona _____ - _____ (dates attending)

(_____ credits toward _____ degree in _____)

COMMUNITY SERVICE AND VOLUNTEER WORK

- _____
- _____
- _____

