

Sample functional résumé

Sarah Jones
1310 Rock Ledge Street
Hamlet, Large State 41112
(455) 555-5555

Leave adequate
margins on all sides

QUALIFICATIONS SUMMARY

Strong customer service, administrative, and communication skills to improve workplace efficiency.

EDUCATION

Bold capital letters
emphasize major headings

Large State Community College
A.A. in Liberal Arts, expected May 2010
G.P.A.: 3.6/4.0

Hamlet High School
Diploma, May 2007
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

Identify
major
skills
required
for the
position

Administration

Recorded meeting notes and maintained membership roster for College Outdoors Club
Calculated restaurant customers' bills accurately

Communication

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

Include specific
achievements

Computer Applications

Excel, Word, Windows XP

Begin statements
with action verbs

WORK HISTORY

Brief work history
goes at the end

Table Server, Good Food Restaurant, Hamlet, Large State, 2008
Cashier, Blue Skies Chain Store, Hamlet, Large State, 2006-2007

References available upon request