FUNCTIONAL RESUME TEMPLATE

[Street Address]
[City, ST ZIP Code]
[Telephone] | [Website]
[Email]

YOUR NAME

Objective

Define what your goals are in a brief paragraph and why you are a fit for a specific position.

_____

Skills

Professional or technical skills

_____

Work History

[Job Title, Company Name, City, State]

[Dates From – To]

_____

Education

[Degree, School Name, Location, Date]

Consider including your GPA and a brief summary of relevant coursework, awards, and honors.

[Degree, School Name, Location, Date]

Consider including your GPA and a brief summary of relevant coursework, awards, and honors.

_____

References

[Reference Name]

[Title, Company]

[Contact Information]

[Reference Name]

[Title, Company]

[Contact Information]