

Functional Resume Format

The functional format resume is a presentation of information arranged by sections of skill and accomplishment. Job history is minimized and presented at, or near, the end of the resume.

With this resume type you have an opportunity to draw parallels between your skills and accomplishments and the skills needed in the job.

The functional resume is not as popular as the chronological resume because it is generally more difficult to prepare, and if not prepared well difficult for the reviewer to evaluate. However, this type resume is particularly good for individuals whose job histories are not obviously connected to the jobs they seek, individuals changing career fields or reentering the job market.

Scroll for an example...

Suzy Student

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Phone: (423) 456-1237, E-mail: suzyq-student@utc.edu

OBJECTIVE

Seeking opportunity with a leading financial institution to learn and develop in the various areas of the financial services field. Long-range objective is to attain the position of financial services representative, financial analyst, portfolio manager or securities analyst.

EDUCATION

Bachelor of Science Business Administration

Major: Finance

University of Tennessee at Chattanooga

Expected Graduation Date: August 2009

Grade Point Average: 3.6 on a 4.0 scale

RELEVANT KNOWLEDGE/SKILLS

Finance Knowledge/Skills

- Relevant coursework completed: Investments, Financial Institutions and Markets, Money and Banking, Intermediate Financial Management and Intermediate Financial Management
- Treasurer for Finance Management Association, a student organization for Finance majors. Responsibilities included collecting fees, maintaining accounting records and disbursing funds

Sales/Customer Service Skills

- Skill to effectively present product information gained through sales associate work
- Ability to resolve customer complaints/issues using effective communication skills

Computer Knowledge

- Proficient in Microsoft Word, Excel and PowerPoint

WORK HISTORY

| | | |
|-----------------|----------------------------------|-----------------|
| Salesperson | Mary Kay, Chattanooga, TN 37421 | 11/2008-present |
| Sales Associate | XYZ Sales, Chattanooga, TN 37421 | 10/2007-present |