

Functional Resume Outline

YOUR NAME

Street Address

City, State, Zip Code

Area Code + Phone Number

Email

SKILLS SUMMARY

- List key transferable skill
- List another transferable skill
- List another transferable skill
- Add special skills (computers, languages)

SUMMARY OF QUALIFICATIONS

First Relevant Skill Set

- An accomplishment statement that illustrates this skill set (Action Verb + Details + Result)
- Another accomplishment statement
- Another accomplishment statement

Second Relevant Skill Set

- An accomplishment statement that illustrates this skill set (Action Verb + Details + Result)
- Another accomplishment statement
- Another accomplishment statement

Third Relevant Skill Set

- An accomplishment statement that illustrates this skill set (Action Verb + Details + Result)
- Another accomplishment statement
- Another accomplishment statement

EMPLOYMENT HISTORY

Job Title	Company Name, City, State	Dates
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Job Title	Company Name, City, State	Dates
Job Title	Company Name, City, State	Dates

EDUCATION & TRAINING

Degree/Certificate, Name of Institution, City, State

Degree/Certificate, Name of Institution, City, State