

Functional Worksheet

Use this functional resume template to highlight your skills

First Name, Middle Initial, Last Name (Bold Typeface)

Street Address, Apartment Number

City, State, ZIP

(Area Code) Telephone Number

E-mail Address

SUMMARY

SKILLS AND ABILITIES

List all the skills you have acquired in your lifetime through training, experience, volunteer work, or vocational education.

ACCOMPLISHMENTS

List any accomplishments, such as awards for good attendance, recognition, community work, etc.

AREAS OF EFFECTIVENESS

List duties by major function and responsibility

Major Function

- list job duties under this function

- _____
- _____

Major Function

- list job duties under this function

- _____
- _____

WORK EXPERIENCE

Job Title, Company, City & State, Dates _____

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EDUCATION

High School, City, Year Graduated, Vocational Schools or College Courses you have completed.
