



Functional Resume Worksheet

This is a general format. Actual content and layout will vary. Not all items are required or necessary.

Name _____
 Address _____
 Phone _____
 Fax _____
 Email _____

EMPLOYMENT OBJECTIVE (Optional)

HIGHLIGHTS OF QUALIFICATIONS (Optional)

WORK EXPERIENCE

Occupational/Functional Category _____
 Skills/Accomplishments/Responsibilities _____

Occupational/Functional Category _____
 Skills/Accomplishments/Responsibilities _____

Occupational/Functional Category _____
 Skills/Accomplishments/Responsibilities _____

EMPLOYMENT HISTORY

Employer _____	Title _____	Dates _____
Employer _____	Title _____	Dates _____
Employer _____	Title _____	Dates _____

EDUCATION

LICENSES AND CERTIFICATIONS

AWARDS/PROFESSIONAL MEMBERSHIPS

