

Functional Resume Worksheet

Name: _____ Phone: _____		
Address: _____		
I. Job Objective		
II. Education		
_____		_____
Major/Program	School	
_____		_____
Location of School		Month/Year
III. Skills		
Skill: _____		
Accomplishment:		
Skill: _____		
Accomplishment:		
IV. Experience (most recent)		
_____		_____
Job Title	Employer	
_____		_____
City	State	Years Employed
_____		_____
Job Title	Employer	
_____		_____
City	State	Years Employed
V. Interests/Hobbies:		
VI. References (available upon request)		