

SKILLS (FUNCTIONAL) RESUME TEMPLATE

YOUR NAME

Your street address
City, State, and Zip
(xxx) xxx-xxxx

OBJECTIVE

A position as Director of Whatever, focusing on this area and that.

HIGHLIGHTS

- Number of years work experience that's relevant to the objective above.
- Credentials or education or training, relevant to this objective.
- A key accomplishment** that shows you're a "hot candidate" for this job.
- A strength** or characteristic** of yours, that's important to you and relevant to this job.
- Something else the employer should know ... a skill**, a trait**, an accomplishment**.

RELEVANT SKILLS AND EXPERIENCE

ONE MAJOR SKILL *(that is directly relevant to the job objective stated above)*

- An accomplishment that illustrates this skill (including where this occurred).
- Another accomplishment that illustrates this skill (including where this occurred).
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ANOTHER MAJOR SKILL *(that is directly relevant to the job objective stated above)*

- An accomplishment that illustrates this skill (including where this occurred).
- Another accomplishment that illustrates this skill (including where this occurred).
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ANOTHER MAJOR SKILL *(that is directly relevant to the job objective stated above)*

- An accomplishment that illustrates this skill (including where this occurred).
- Another accomplishment that illustrates this skill (including where this occurred).
- Another accomplishment that illustrates this skill (including where this occurred).

A SPECIAL KNOWLEDGE AREA *(essential to the objective named above)*

- An accomplishment illustrating/documenting this special knowledge (and where).
- A list of equipment or processes you're familiar with, consistent w/ expertise in this area.
- A list of courses or trainings you took that shows your expertise in this area.

WORK HISTORY

| | | |
|--------------|------------------|--|
| 19xx-present | Job Title | COMPANY NAME, City <i>(and State if needed)</i> |
| 19xx-xx | Job Title | COMPANY NAME, City |
| 19xx-xx | Job Title | COMPANY NAME, City |
| 19xx-xx | Job Title | COMPANY NAME, City |

EDUCATION

University of Somewhere, Sometown, Somestate
Name of Your Degree or Credential *(and year when appropriate)*