**NAME**

9999 Anywhere Drive

City, State, Zip Code

[your name@yahoo.com](about:blank)

LinkedIn Profile URL

## SUMMARY

A Functional Resume is used if: there are large gaps in your career, required to have a one page version of your resume, or going in a new career direction. With this type of resume, your primary task is to deemphasize the amount of time you were at a particular company and highlight your major work achievements across time. **You can utilize the same Career Summary as you have developed with your Chronological Resume,** **or (if changing careers) highlighting how your transferrable skills apply to the new industry you have chosen.**

## AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Key Word | * Key Word | * Key Word |
| * Key Word | * Key Word | * Key Word |
| * Key Word | * Key Word | * Key Word |

**HIGHLIGHT OF ACHIEVEMENTS**

* Lead off with your strongest Problem, Action, Result statement. You will have less bullet points and you want to grab their attention quickly.
* Use powerful, easy to read sentences like: “Created X, resulting in Y.
* Keep in mind that you are creating these statements of accomplishment to support your summary. This is particularly important if you are changing careers and “hyping” your transferable skills.
* Be sure to have real world examples of how you utilized your transferable skills throughout your career and how they would apply for the position you are applying for.
* Accomplishments are not solely related to sales and revenues. Did you create or improve a process or procedure, a person or department, a relationship? Did you reduce a cost/ expense?

**JOB EXPERIENCE**

LAST GREAT EMPLOYER, Location Years from - to

SECOND LAST GREAT EMPLOYER, Location Years from - to THIRD LAST GREAT EMPLOYER, Location Years from - to

LAST GREAT EMPLOYER, Location Years from - to

**EDUCATION**

BS, Resume Writing University