

# Functional Résumé

A functional résumé uses headings to highlight your skills and qualifications. Functional résumés are good to use if you want to de-emphasize gaps in your work history or if you have worked briefly for multiple employers. They are also good to use if you are changing careers and want to focus on your skills that can transfer from one job to another, such as the ability to organize, to work with people, or to use computers.

Lorenzo A. Rivera  
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(501) 555-1092  
lorenzor@email.com

## EMPLOYMENT OBJECTIVE

Experienced and dependable worker with own truck and tools looking for maintenance or construction work

## SKILLS AND QUALIFICATIONS

### Framing and Roofing

- Ten years of experience in all aspects of commercial and residential construction
- Construct wood and metal frames
- Build and repair shingle, rubber, and steel roofs

### Electrical Work and Plumbing

- Install and repair electrical systems in commercial and residential buildings
- Install toilets, sinks, and showers
- Reroute existing piping

### Painting

- Fifteen years of experience painting interiors and exteriors
- Excel at brush, roll, and spray painting, as well as detailed finish work

## EDUCATION

Plumbing Certification

High School Diploma

Central High School, Town, Arkansas

## EMPLOYMENT HISTORY

Standard Construction Company  
City, Arkansas

1999-2009

Able Painting  
City, Arkansas

1980-1995

## REFERENCES

Available upon request

Use headings to identify groups of skills.

Use action verbs to emphasize your skills and experiences.

Do not include a graduation date if you are concerned about age discrimination.



# Chronological Résumé

A chronological résumé describes your work history in reverse chronological order, listing recent experiences first. This makes it easy for prospective employers to see how your skills and career have developed over time. A chronological résumé is easy to follow and write. However, it can also draw attention to any significant gaps in your employment.

David C. Mikowitz  
211 West Jefferson Street  
Town, Pennsylvania 55555  
(322) 555-1043  
dcmiko@email.com

List your name and contact information at the top of the résumé.

## OBJECTIVE

To obtain a technical support position, with a special focus on customer service, that will take advantage of my computer and network knowledge and my strong interpersonal skills

Briefly describe the kind of position you are seeking, and highlight your most impressive skills.

## EXPERIENCE

Telephone Support Specialist  
*Firefly Cable Company* 2007–present  
Town, Pennsylvania

- Provide thorough and courteous customer support over the telephone for multiple-user platforms and operating systems
- Assist management in developing a training system for new hires
- Consistently beat internal goals for customer satisfaction and amount of time per call

Describe your most recent work experience first.

Assistant Information Technology Specialist  
*Galaxy Publishing* 2006–2007  
Town, Pennsylvania

- Evaluated and solved individual employee computer issues
- Wrote company handbook for technological support
- Assisted senior staff in troubleshooting internal network issues

Use action words to describe your responsibilities and accomplishments.

## EDUCATION

Town Community College  
2003–2005  
Associate's Degree: Computer Science

Central High School  
Graduated 2003  
Town, Pennsylvania

Include any certifications that may be relevant to the position.

## CERTIFICATIONS

Certified Computer Systems Administrator, 2008

## REFERENCES

Available upon request



# Modified Chronological Résumé

A modified chronological résumé combines the chronological and functional résumé styles. It is a good choice if you want to group similar skills together and you do not need to de-emphasize gaps in your employment history. Grouping similar skills together allows you to move important experiences to the top of your résumé even if the experiences are not recent.

Andrea Kim

1822 Read Street, Town, Oregon 55555      akim@email.com      (971) 555-1033

## OBJECTIVE

Computer-savvy office worker with a positive attitude seeks a clerical position to utilize strong organizational and interpersonal skills.

## COMPUTER SKILLS

*Administrative Assistant, Clearwater Agencies*      January 2008–present  
Town, Oregon

- Perform tasks using word-processing, spreadsheet, and presentation software, several Internet browsers, and multiple graphic software programs
- Research, implement, and maintain revised structure for company database
- Train new employees on use of computer systems and software

*Office Assistant, Systems Inc.*      April 2006–December 2008  
Town, Oregon

- Worked with a variety of operating systems, internal and external drives, and various printer configurations

## ORGANIZATIONAL SKILLS

*Administrative Assistant, Clearwater Agencies*      January 2008–present  
Town, Oregon

- Reformatted company database for ease of navigation
- Created file-naming and file-archiving system
- Coordinate company events, including sending invitations, catering, and booking entertainment

## INTERPERSONAL SKILLS

*Administrative Assistant, Clearwater Agencies*      January 2008–present  
Town, Oregon

- Interact effectively with coworkers, clients, other organizations, and vendors
- Recognized as Employee of the Month several times for outstanding interpersonal and organizational skills

*Volunteer, Friends of the Library*      May 2005–present  
Town, Oregon

- Assist head librarian with community outreach program
- Gathered signatures for successful proposal to increase library hours

## EDUCATION

*Diploma, Central High School*      2006  
Town, Oregon

## REFERENCES

Available upon request

Briefly describe your skills, experience, relevant personality traits, and the kind of position you are seeking.

List specific skills and qualifications under more general skill headings.

List specific accomplishments.