



Functional Résumé Template

(Use this format as a starting point or guideline for creating your résumé)

Name
Address
City, State Zip Code
(Area Code) Phone Number
E-mail Address

OBJECTIVE

A statement about the position you want, for example:

Accounting Manager

SUMMARY OF QUALIFICATIONS

Several brief phrases about your most relevant qualifications for the position, for example:

- More than three years accounting experience
- Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members

RELEVANT SKILLS AND EXPERIENCE

Present your work experience by listing your most important skills and experience which pertain to the job for which you are applying. Then describe several activities and accomplishments from all your jobs and life experiences, to document each of these skills. For example:

Accounts Payable/Receivable

- Audited documents to include expense reports, invoices, and check requests for payment
- Documented “proofed” checks and moneys from deposit and coordinated with other departments to resolve problems with checks that failed to clear
- Maintained total outstanding payable balance, including collection of outstanding credits

Another Relevant Skill or Special Knowledge Area

- Something I did using this skill

•
•

Another Relevant Skill or Special Knowledge Area

- Something else I did using this skill or knowledge

•
•

EMPLOYMENT HISTORY

List the employers from which you gained or used the skills and special knowledge areas mentioned above. Be sure to include the dates, job title, and employer, for example:

Accounting Clerk	Bell & Rust Accountancy, Santa Barbara	1/07 – Present
Job Title	Employer, City	5/06 – 12/06
Job Title	Employer, City	2/05 – 4/06

EDUCATION AND TRAINING

List schools/institutions from which you obtained a degree, certificate or specialized training. Start with most recent first and then go back in time, for example:

B.A Business Economics, Accounting Emphasis, University of California, Santa Barbara, 2007

A.S. Accounting, Santa Barbara City College, Santa Barbara, CA 2005

Resumes For College Graduates

G Thomas



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