**Resume Template 3 – Functional Format – Focus on Skills**

**(Use when focusing on skills rather than jobs or with large employment gaps)**

**NAME**

Address, City, State, Zip

(925) 555-5555 \* name@somedomain.com

# PROFILE

* A quality that makes you perfect for the job such as number of years experience
* A quality that makes you perfect for the job such as “exceptional \_\_\_\_\_ (computer, customer service, management, etc) skills”.
* A quality that makes you perfect such as “Reputation for… (Dependability, honesty, dedication, etc)”.

# EDUCATION

# LOS MEDANOS COLLEGE, PITTSBURG, CA Expected May 20XX

**Associate of Art/Science/Transfer in \_\_\_\_\_\_\_\_\_\_** GPA: (if it is 3.0 and above)

* Relevant Coursework: Statistics, Intro to \_\_\_\_\_\_, etc.

# RELEVANT EXPERIENCE

Customer Service

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Answered six telephone lines and courteously assisted customers within high-volume, deadline-driven office. Earned a reputation for rapidly and calmly resolving customer complaints.

Administration

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Took the initiative to create an organized system in the stock room so all employees could easily find and retrieve merchandise for customers.

Management

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Took the initiative to create an organized system in the stock room so all employees could easily find and retrieve merchandise for customers.

# EMPLOYMENT HISTORY

COMPANY NAME, CITY, CA Mo/Yr – Present

Job Title

COMPANY NAME, CITY, CA Mo/Yr – Mo/Yr

Job Title

COMPANY NAME, CITY, CA Mo/Yr – Mo/Yr

Job Title