

FUNCTIONAL RESUME WORKSHEET

Make sure you use at least a 10 font.

(Name) _____
(Street Address) _____
(City, State, Zip) _____
(Telephone Number/Cell phone number/e-mail address) _____

OBJECTIVE:

EDUCATION:

(School, City, State)

(Degree, Program, Date of Graduation, G.P.A. if a B or better)

SKILLS: (This information can relate to what you have learned in school. Make statements about what you learned, starting with action words.)

- _____
- _____
- _____
- _____
- _____

EXPERIENCE: (this information relates to work, volunteer, internships, externships, etc)

- _____
- _____
- _____
- _____
- _____

WORK HISTORY:

(Company, City, State)

Job Title _____ Dates of Employment _____

(Company, City, State)

Job Title _____ Dates of Employment _____

HONORS and ACTIVITIES: (highlight professional, academic awards, campus and community organizations)

Sample Resume

Any Student

0000 Central Avenue
Columbus, IN 47203
812-000-0000
astudent@???.com

OBJECTIVE: Seeking a position in Network Management

EDUCATION:

Ivy Tech State College, Columbus, Indiana
Associate of Applied Science degree in Computer Information Technology,
Spring 2002, G.P.A. 3.6/4.0

COMPUTER SKILLS:

Windows 95/ 98, NT Workstation 4.0, and DOS 6.2, Netscape
Communication/Navigator,
Local Area Network, Microsoft Office 97/2000: Excel, Word, PowerPoint, Outlook,
FrontPage, Lotus Notes, Lotus 123, Microsoft Visual Basic

EXPERIENCE:

- Set up and administered Local Area Network
- Installed Windows 98 and NT 4.0 on 60 workstations
- Installed and performed minor repairs on computer hardware, software, and peripheral equipment
- Tested software, hardware, and peripheral equipment to evaluate performance and effectiveness
- Consulted with staff, users, and management to determine computer needs
- Provided technical assistance and training to system users

WORK HISTORY:

Any Company, Columbus, Indiana
Network Administrator May 2002-Present

Ivy Tech State College, Columbus, Indiana
Computer Lab Technician September 2001-May 2002

HONORS and ACTIVITIES:

Phi Theta Kappa Honor Society, 1999-2002
Student Government Association, Secretary 2001-2002