# Sample functional résumé

Sarah Jones 1310 Rock Ledge Street Hamlet, Large State 41112 (455) 555-5555

Leave adequate margins on all sides

# QUALIFICATIONS SUMMARY

Strong customer service, administrative, and communication skills to improve workplace efficiency.

**EDUCATION** -

- Bold capital letters emphasize major headings

Large State Community College

A.A. in Liberal Arts, expected May 2010

G.P.A.: 3.6/4.0

Hamlet High School Diploma, May 2007

G.P.A.: 3.3/4.0

#### EXPERIENCE

### **Customer Service**

Selected for the express lane while working as a cashier

Directed customers to product locations

Served restaurant patrons and responded quickly to requests

Handled food substitutions and special requests efficiently

Identify major -

skills required for the

position

## Administration

Recorded meeting notes and maintained membership roster for College Outdoors Club

Calculated restaurant customers' bills accurately

Communication

Explained menu items to customers Relayed special requests to chef

Received A's in speech and composition classes -

Include specific achievements

Computer Applications

Excel, Word, Windows XP

WORK HISTORY -

- Brief work history goes at the end

Table Server, Good Food Restaurant, Hamlet, Large State, 2008 Cashier, Blue Skies Chain Store, Hamlet, Large State, 2006-2007

References available upon request

Begin statements with action verbs